

EXHIBIT 34

CANVAS INSTRUCTOR GUIDE





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Introduction





How do I accept an invitation to join a Canvas course as an instructor?

If you are using Canvas through your institution, you will most likely already have a Canvas account and need to accept a course invitation before you can [log in](#). Your institution will email your login information.

However, you may also receive a course invitation where you have to create a Canvas account as part of the registration process.

Note: If your institution is using Canvas and you are having trouble with your account, contact your administrator for assistance.

Accept Course Invitation

1 You've been invited to participate in a class at documentation.instructure.com. The class is called Poetry 101. Course role: Teacher

2 Name: **Octavius McDowell-Eaton**
 Email: octavius.mcdowelleaton@gmail.com
 Username: none

You'll need to register with Canvas before you can participate in the class.

3 **Get Started**

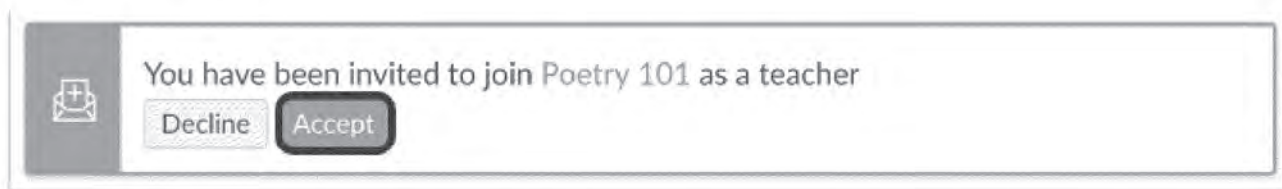
CANVAS

[Click here to view the course page](#) | [Update your notification settings](#)

If you've enrolled in or been invited to a Canvas course, you will receive an email that contains your institution's Canvas URL [1] and your email address to use for your login [2]. To accept the course invitation, click the **Get Started** button [3].

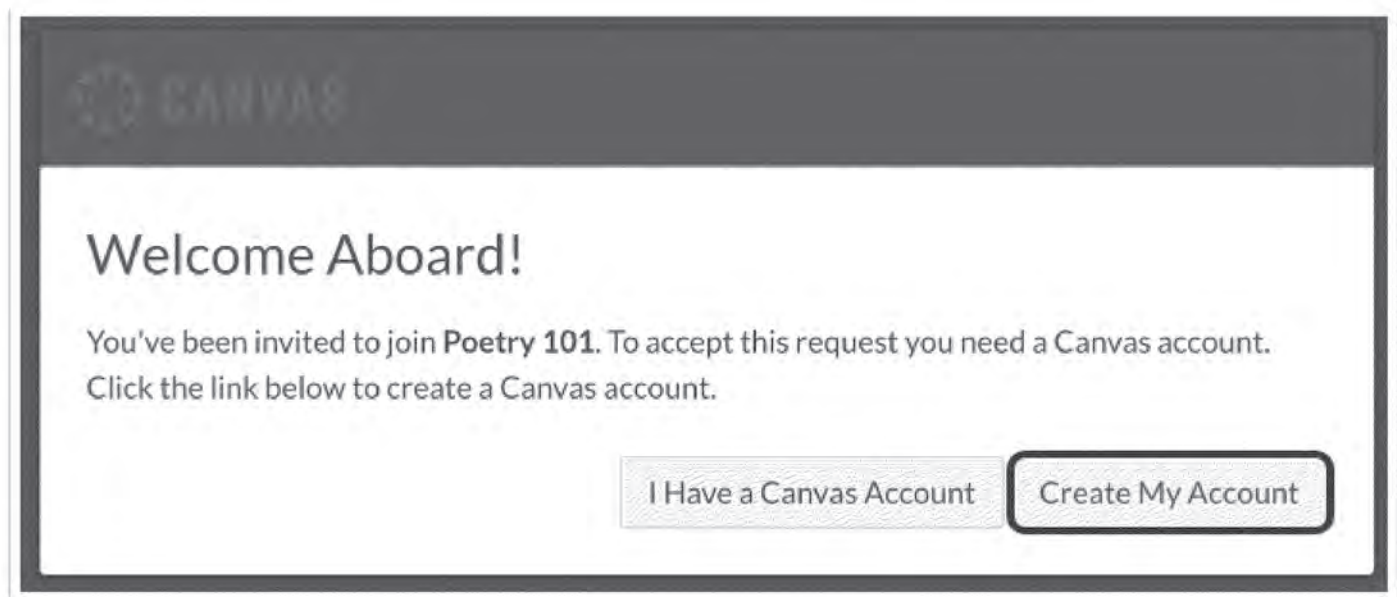


Accept Course



Canvas will take you to your course and ask you to accept the enrollment. Click the **Accept** button.

Create Canvas Account



Click the **Create My Account** button.

Note: If you already have a Canvas account, click the **I Have a Canvas Account** button. You'll be directed to the [Canvas login page](#).



Complete Registration

A screenshot of the Canvas "Welcome Aboard!" registration form. The form is titled "Welcome Aboard!" and includes a sub-header "In order to finish signing you up for the course Poetry 101, we'll need a little more information." Below this, there are five numbered steps: 1. Login: A text box containing "octavius.mcdowelleaton@gmail.cc". 2. Password: A text box. 3. Time Zone: A dropdown menu showing "Mountain Time (US & Canada)". 4. I want to receive information, news and tips from Instructure: A checked checkbox. 5. I agree to the Acceptable Use Policy: An unchecked checkbox. At the bottom is a "Register" button.

Create a password [1] and enter your time zone [2]. Depending on your account type, you may be asked if you want to receive information, news, and tips from Instructure [3].

Select the Acceptable Use Policy checkbox [4], then click the **Register** button [5].



How do I sign up for a new Free-for-Teacher Canvas account as an instructor?

If you do not already have a Canvas account, you need to create an account before you can [log in to Canvas](#).

If you are using Canvas through your institution, you will most likely already have an account and need to accept a course invitation. Your institution will email your login information. If you do not yet have an account, you can create an account when you accept the course invitation. If your institution is using Canvas and you are having trouble with your account, contact your administrator for assistance.

If your institution is not using Canvas, you can create your own account, also known as a free-for-teacher account, to create your own courses.

Notes:

- Free-for-Teacher accounts are always free. However, they do not contain all features available to institutional users of Canvas. Learn more in the [Canvas Account Comparison resource document](#).
- For help with your Free-for-Teacher account, view our [Free-for-Teacher Account FAQ](#) in the Canvas Community.

Enter URL

The image shows a browser address bar with a search icon, a home icon, and a lock icon. The text 'canvas.instructure.com' is entered in the address bar.

Enter your Canvas registration URL (e.g. [canvas.instructure.com](#)) into your browser.



Create Canvas Account

Click the **Need a Canvas Account?** link.



Sign Up As a Teacher

*Sign up now,
it's free!*

I'M A
TEACHER

I'M A
STUDENT

Parents sign up here

Click the I'm a Teacher button.

Create Your Account

Create Your Account

1 *First Name

2 *Last Name

3 *Account Type

SUBMIT

4



To sign up for a free Canvas teacher account, enter your name in the **First Name** field [1] and **Last Name** field [2].

Click the **Account Type** drop-down menu [3] and select Teacher.

Click the **Submit** button [4] to continue.

Enter Account Information

The screenshot shows the 'Enter Account Information' form with the following fields and callouts:

- 1: *Email Address
- 2: *Phone Number
- 3: *Country (dropdown menu)
- 4: *Organization Type (dropdown menu)
- 5: *Job Title (dropdown menu)
- 6: *School / Organization (text field)
- 7: *Why Canvas? (dropdown menu)
- 8: *Password (password field)
- 9: ☐ I consent to receiving marketing communications from Instructure, and to the processing of my personal data by Instructure, in accordance with and as described in the privacy policy. *
- 10: ☐ I agree to the Canvas Free for Teachers Acceptable Use Policy. *
- 11: SUBMIT button

To finish registration create an account you will need to fill out the following fields:

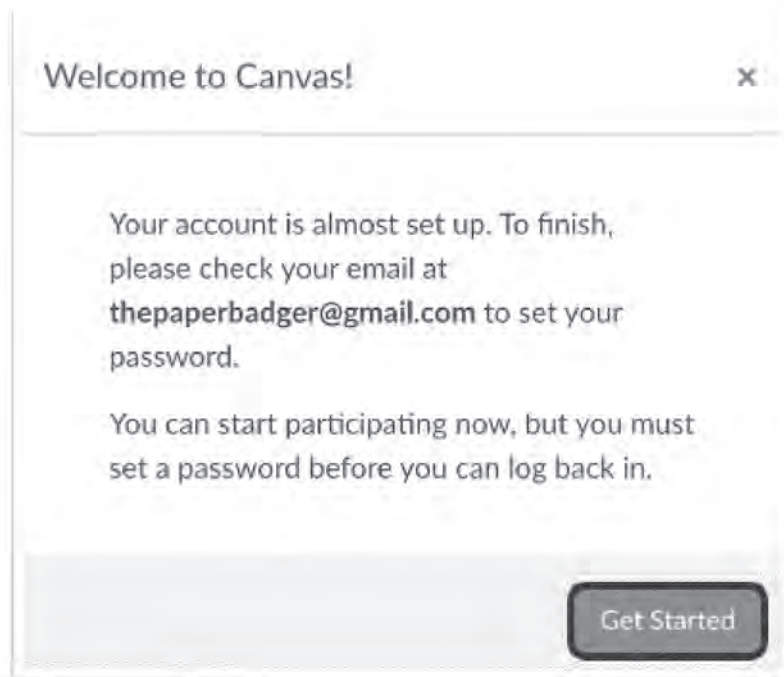
- Email Address [1]
- Phone Number [2]
- Country [3]
- Organization Type [4]
- Job Title [5]
- School/Organization [6]
- Why Canvas [7]
- Password [8]



To confirm you agree to the Terms of Use and Privacy Policy, click **I consent to receiving marketing communications from Instructure, and to the processing of my personal data by Instructure**, in accordance with and as described in the privacy policy checkbox [9] and **I agree to the Canvas Free for Teacher Acceptable Use Policy** checkbox [10].

Click the **Submit** button [11] to create your account.

View Canvas Account



You will be automatically logged into your Canvas account. To view Canvas, click the **Get Started** button.



Finish Registration

[Click here to finish the registration process](#)

Thank you for registering with Canvas! This email is confirmation that the user Octavius McDowell-Eaton is registering for a new account at canvas.instructure.com.



[Update your notification settings](#)

To finish registering for Canvas, log into your email account. Locate the registration email and click the **Click here to finish the registration process** link.



Create Password

Enter a password for your account in the **Password** field [1]. Select your time zone in the **Time Zone** drop-down menu [2]. Then click the **Register** button [3].



How can I use Canvas on my mobile device as an instructor?

Canvas is built on open web standards, so most features are supported on mobile devices. With the growing use of mobile devices, you should build your courses with best practices for mobile in mind.

Mobile Browsers

You can access Canvas from any browser on your Android/iOS device. However, mobile browsers are not supported, and features may not function as expected compared to viewing Canvas in a fully supported desktop browser.

On mobile devices, Canvas is designed to be used within Canvas mobile applications. Canvas pages within a mobile browser are only supported when an action in the app links directly to the browser, such as when a student takes certain types of quizzes. Support is not extended to pages that cannot currently be used in the app, such as Conferences or Collaborations.

Additionally, Canvas offers limited support for native mobile browsers on tablet devices. For details, please reference the [limited-support mobile browser guidelines](#).

Mobile Applications

We are actively improving our native mobile applications to support as many Canvas features as possible. Instructure has four native mobile applications for instructors free for download on both phones and tablets.

- **Canvas Teacher App** (iOS 10.0+, Android 5.0+). This app allows you to manage course content and grade student submissions on the go. Syncs with SpeedGrader and the Gradebook. View [Canvas Teacher mobile features](#) by version and device.

You can learn more about mobile applications in the Canvas Mobile Guides.





How does Canvas work as a supplement to face-to-face courses?

Canvas provides tools that supplement face-to-face courses by providing additional information online. Students will be able to access content for courses they are enrolled in through Canvas. Some institutions provide Canvas course sites for face-to-face courses automatically, while others require their instructors to request course sites in Canvas.

Instructors

In face-to-face courses, you can use Canvas features to help manage your course, such as Gradebook and Assignments.

You can use features to gather student work via online submissions in assignments, or deliver course content such as PDFs, documentation, and presentations using Files.

Canvas quizzes give you an opportunity to provide online practice quizzes or class surveys quickly and easily.

Canvas modules allow you to organize units of related materials that students can access from any device with an internet connection. Organized content in modules make great stand-alone resources—review materials, videos, images, self-paced activities such as practice quizzes, or web quests. You can also use them to try new teaching practices such as flipped classroom models in select lessons.



How do I embed a Guides lesson inside a Canvas course?

The existing community (guides.canvaslms.com) doesn't allow embedding.

Content is available for embedding at guides.instructure.com; however, this site will be discontinued at a future date. For referencing content, consider [linking lessons](#) from the community into your course content.

Many of our clients are using Canvas Guides to build their own training modules inside Canvas. We think this is a great idea since our product is changing so quickly. By embedding lessons in your course with iFrames, you can be sure that our most recent documentation is available to your learners. You can also [link to the Guides in Modules](#).

Note: Some browsers such as Firefox and Chrome create security restrictions as noted in our general browsers lesson. If you visit a page in your Canvas course with an embedded iFrame that is linked to insecure content, you may see a shield icon in the browser address bar. You can choose to override the security restriction and display the content anyway by clicking the shield icon and then choosing Disable Protection on This Page or Load unsafe script.

Open Pages



In Course Navigation, click the **Pages** link.



View Pages



Pages is designed to open to the front page for the course, if there is a front page selected. To select a page from the Pages Index, click the **View All Pages** button.

Add Page



Click the **Add Page** button.

Enter Page Title



Enter the name of the new page. You may decide to copy and paste the exact title of the Canvas Guides lesson.



Switch Views



Click the **HTML Editor** icon.

Secure Content

If you wish to prevent web browsers from blocking mixed secure and non-secure content or creating pop-up warnings, you can link to Canvas Guide lessons using secure content.

In regular (unsecured) guide links, the URL begins with `http://guides.instructure.com`. However, secure content is created by replacing that part of the URL with `https://guides.instructure.com`.

Copy Canvas Guides URL

<https://guides.instructure.com/m/67952/l/720334>

Copy the URL of the Canvas Guide you wish to embed.



Enter HTTPS iFrame Embed Code (Secure)

Where can I find a list of Canvas terminology?

```
<p><iframe 1 "http://guides.instructure.com/m/67592/l/720334" width="600" height="3200" style="overflow: hidden;"></iframe></p>
```

Where can I find a list of Canvas terminology?

```
<p><iframe 2 "https://guides.instructure.com/m/67592/l/720334" width="600" height="3200" style="overflow: hidden;"></iframe></p>
```

To paste a Canvas Guide as a secure iFrame, replace the beginning of the URL, <http://guides.instructure.com> [1], with <https://guides.instructure.com> [2].

```
<p><iframe src="https://guides.instructure.com/m/67952/l/720334" width="600" height="3200" style="overflow: hidden;"></iframe></p>
```

Note: <https://guides.instructure.com> replaces <http://guides.instructure.com/> but everything else in the code snippet stays the same.

Non-Secure Content

Non-secure content may create pop-up warnings. You can link to Canvas Guide lessons using secure content, see the Secure Content steps.

In (unsecured) guide links, the URL begins with <http://guides.instructure.com>. However, secure content is created by replacing that part of the URL with <https://guides.instructure.com>.



Copy Canvas Guides URL

<https://guides.instructure.com/m/67952/l/720334>

Copy the URL of the Canvas Guide you wish to embed.

Enter HTTP iFrame Embed Code (Non-Secure)

Where can I find a list of Canvas terminology?

```
<p><iframe src="http://guides.instructure.com/m/67592/l/720334" width="600"
height="3200" style="overflow: hidden;"></iframe></p>
```

To paste a Canvas Guide as an iFrame, copy the iFrame code snippet below, replacing the text **CANVASURL** with the exact URL of the lesson you wish to embed.

```
<p><iframe src="CANVASURL-?e=4" width="600" height="3200"
style="overflow: hidden;"></iframe></p>
```

For instance, if you wanted to embed the lesson titled "Where can I find a list of Canvas terminology?," you would replace the URL as follows:

```
<p><iframe src="http://guides.instructure.com/m/67952/l/720334-?e=4"
width="600" height="3200" style="overflow: hidden;"></iframe></p>
```

Save and Publish





If you are ready to publish your page, click the **Save & Publish** button [1]. If you want to create a draft of your page, click the **Save** button [2].

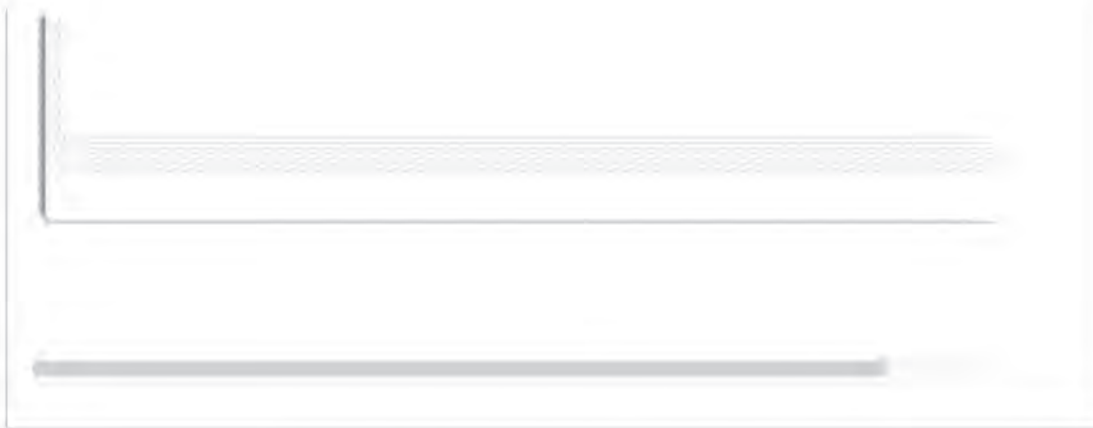
Note: If you try to navigate away from a page without saving, you will generate a pop-up warning.

Publish Page



When your page is saved in a draft state, you can return to the page and publish it at any time by clicking the **Publish** button [1]. The button will change from gray to green [2].

View iFrame Borders and Scrollbars



Depending on the browser you use, you may see some borders and scrollbars around the iFrame area, which is normal.

Adjust iFrame Height





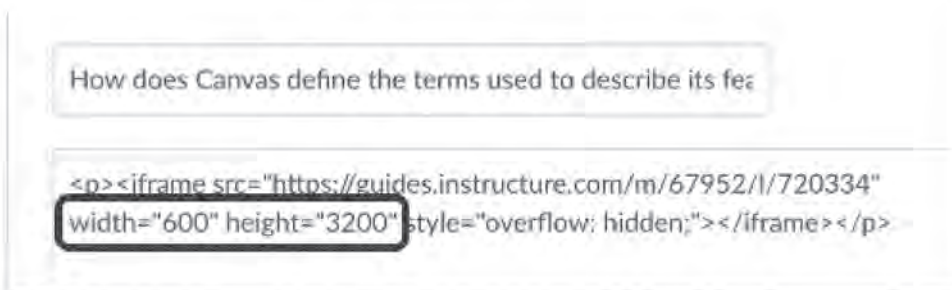
After you view your page, the iFrame may be too long, or not long enough, for the length of the Canvas Guide lesson. To change the height or width, click the **Edit** button.

Switch Views



Click the **HTML Editor** icon.

Adjust iFrame Height



Change the number in the height or width area of the embed code to adjust the **height** or **width** (in pixels). Then click the **Save** button at the bottom of the page.

Note: You can also change **e=4** to **e=3** to expand the lesson in the browser window.



View iFrame of Canvas Guide Lesson

[View All Pages](#)[Publish](#)[Edit](#)[More](#)

How does Canvas define the terms used to describe

How does Canvas define the terms used to describe its features and functions?

New Canvas users may encounter new terminology throughout Canvas. This lesson is a glossary that identifies the most common terms used in Canvas.

When you open the page in Canvas, it may take a moment to load the content. For a split second, you may see some of the formatting from the original Canvas Guides site. You may need to refresh the page. Once it loads, it will look great!



Analytics



How do I view Course Analytics?

Course analytics will show you activity, assignment submissions, grades, and students. You can view analytics in both active and concluded courses. You can also view published [quiz statistics](#).

Notes:

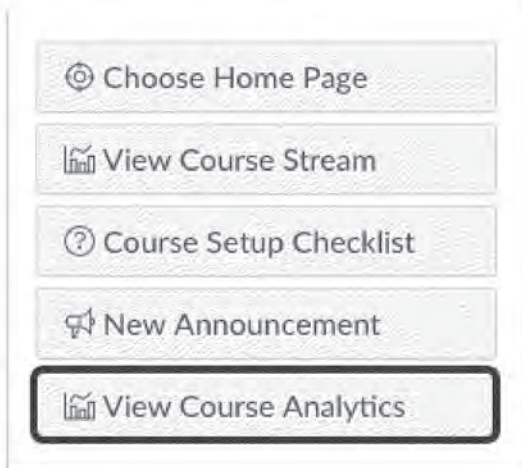
- The Analytics features displayed in this lesson will be removed in a future release and will be replaced by New Analytics. View more information on [using New Analytics](#).
- Viewing analytics is a course permission. If you cannot view analytics, your institution has restricted this feature.
- The Analytics button only displays once students have been enrolled and students have started to participate in the course.

Open Course

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



Open Course Analytics



Click the **View Course Analytics** button.

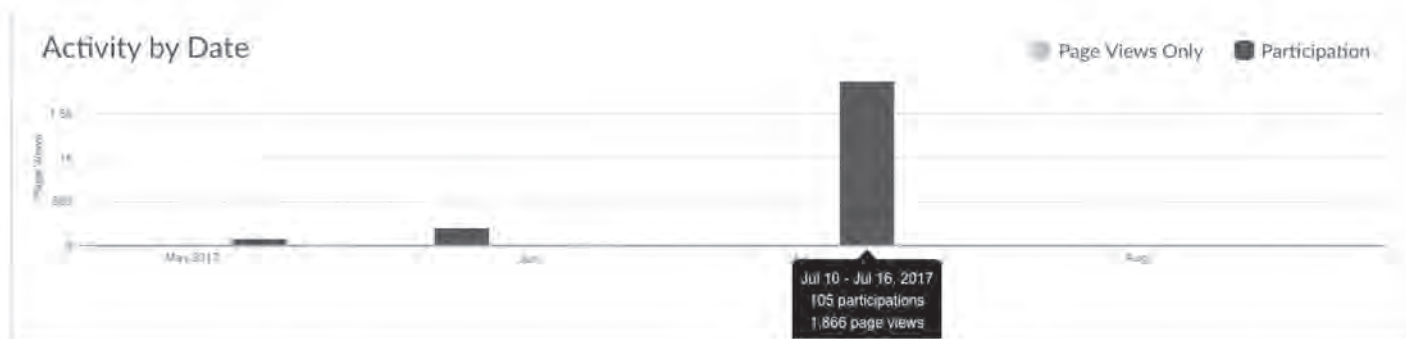
View Analytics Graphs



By default, analytics are shown in a graph format. There are three types of graphs: Activity by Date, Submissions, and Grades.



View Activity by Date



The Activity by Date graph shows all course activity for all users in the course. The x-axis represents the course dates, while the y-axis represents the number of page views. Dark blue bars represent participation in the course. If a date only includes page views, the bar only displays as light blue.

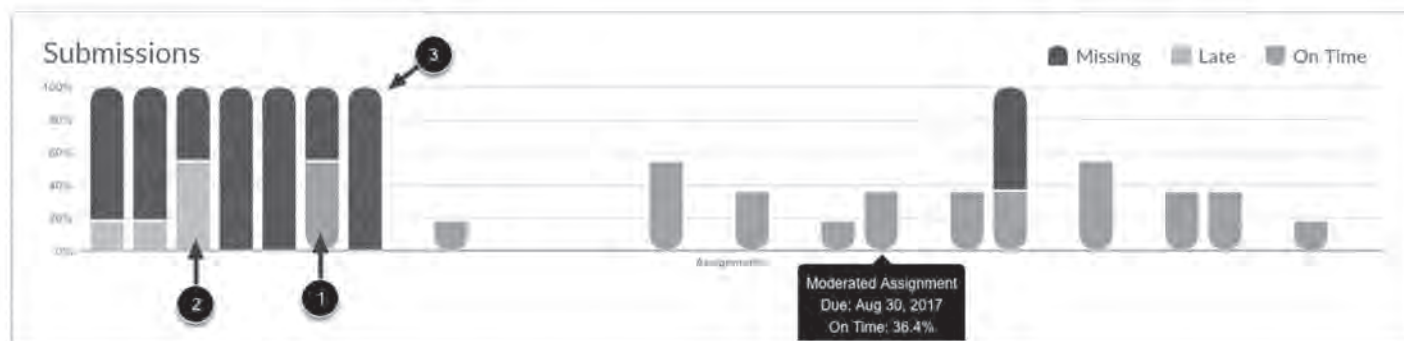
The graph changes the bar display according to the length of time. Activity that is less than six months old displays bars as daily activity, at six months bars are displayed as weekly activity, and at approximately a year bars are displayed as monthly activity. Browser window size, zoom level, and screen resolution may also change how the bars display.

To view the details of the bar graph, hover over the specific bar you want to view. The weekly view shows the first and last date for the week; the monthly view shows the month and the year.

The following user actions will generate analytics course participation:

- Announcements: posts an announcement (instructor)
- Announcements: posts a new comment to an announcement
- Assignments: updates an assignment's settings or description (instructor)
- Assignments: submits an assignment (student)
- Calendar: updates a calendar event's settings or description (instructor)
- Collaborations: loads a collaboration to view/edit a document
- Conferences: joins a web conference
- Discussions: posts a new comment to a discussion
- Pages: creates a wiki page
- Quizzes: submits a quiz (student)
- Quizzes: starts taking a quiz (student)

View Submissions



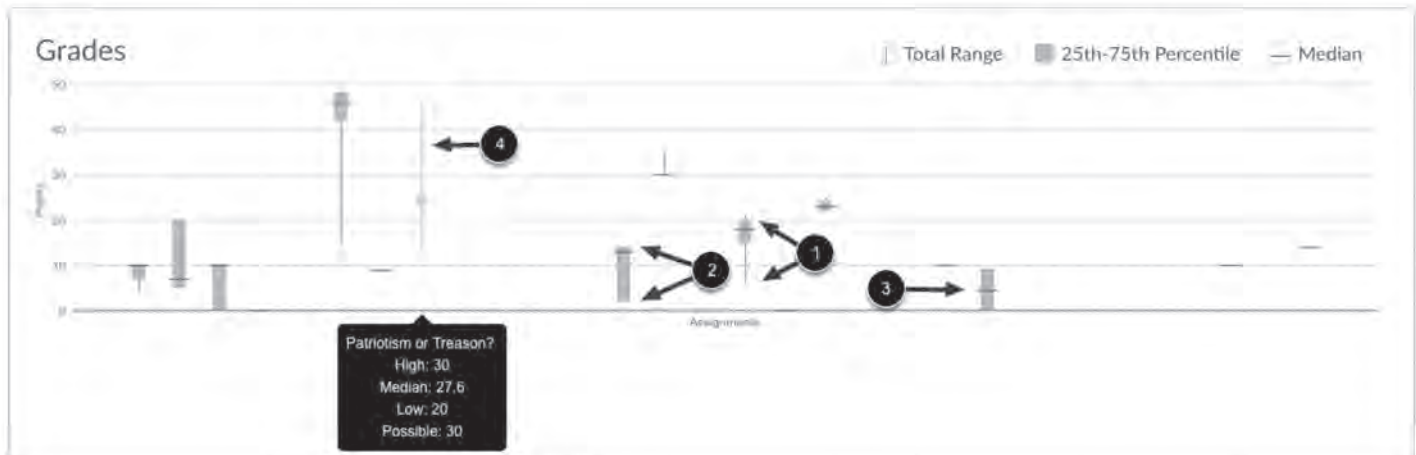
The Submissions Graph shows the status of each assignment in the course. The x-axis represents the assignments, while the y-axis represents the percentage of submissions for all students in the course.

The green rounded shape at the bottom of the bar indicates how many students submitted the assignment on time [1]. The yellow straight-edge shape indicates how many students submitted the assignment late/past due [2]. The red rounded shape at the top of the bar indicates how many students have not submitted the assignment [3].

To view the details of the bar graph, hover over the specific bar you want to view. The details include the assignment title, the due date (if any), and the percentage of late, on time, and missing submissions.

Note: The bars will only extend to the edge of the dates available for the course, even if there is an assignment or quiz that extends beyond the course start and end dates. The graph will include a note graph explaining there are assignments outside of the course dates.

View Grades



The Grades graph shows the median, high, and low scores for an assignment. The x-axis represents each assignment, while the y-axis represents the number of points for an assignment. The vertical blue line extends from the lowest score to the highest score [1]. The blue box extends from the 25th to 75th percentile [2]. The horizontal black line shows the median score for the assignment [3]. Gray lines indicate hidden assignments [4].

To view the details of the bar graph, hover over the specific bar you want to view.

View Analytics Tables



To view analytics without hovering over graph columns, you can view all data in a table format. To switch to the table format, click the Analytics icon. The icon will switch from the left side to the right, indicating the current analytics view.



View Table Data

Date	Page Views	Actions Taken
2017-07-13	301	22
2017-07-12	202	3
2017-07-11	397	21
2017-07-10	967	59
2017-06-13	2	0

Tables apply to every graph in its respective page, and each column defines the data within its respective graph. Graphical data is displayed by column.

2017-06-02	192	20
2017-05-31	12	0
2017-05-18	10	0
2017-05-12	11	0
2017-05-11	34	3
2017-05-10	35	1

Each table is paginated to 30 entries per page; additional pages can be viewed by advancing to the next page.



View Student Analytics

1 Student	2 Page Views	3 Participations	4 Submissions	5 On Time	6 Late	7 Missing	8 Current Score
Emily Boone	72	8	30	12	3	3	86.21%
Jessica Doe	13	4	30	4	1	6	98.67%
Max Johnson	29	6	30	6	1	5	94%
Bruce Jones			30	0	0	8	45%
Nora Sanderson	2	0	30	0	0	8	60.63%
Jane Smith			30	2	0	8	56.25%

Student Analytics are always shown in a table format and displays an overview of student participation in the course.

You can view the student name [1], page views [2], participations [3], and submissions [4].

The Submissions column shows how many published and graded assignments each student has submitted in the course. Submissions are broken down according to how many submissions were on time [5], late [6], and missing [7]. Note that an assignment only counts as missing if the due date has passed and it has not been submitted.

You can also view a student's current score percentage [8], which is their total score in the course.

The analytics table is paginated so you can view more students if you continue to scroll down the page.



Sort Student Analytics

Student	Page Views	Participations	Submissions	On Time	Late	Missing	Current Score
Emily Boone	72	8	30	12	3	3	86.21%
Jessica Doe	13	4	30	4	1	6	98.67%
Max Johnson	29	6	30	6	1	5	94%

You can sort student analytics in ascending or descending order by student name, page views, participations, and current score. These filters allow you to evaluate student performance according to your preference.

View Student Analytics

Student	Page Views	Participations	Submissions	On Time	Late	Missing	Current Score
Emily Boone	72	8	30	12	3	3	86.21%
Jessica Doe	13	4	30	4	1	6	98.67%
Max Johnson	29	6	30	6	1	5	94%

To view analytics for a specific student, click the name of the student.



How do I view analytics for a student in a course?

Student analytics show you how well a particular student is doing in your course. You can also view student analytics after your course has concluded.

Your institution may allow students to view their own course analytics, which helps show them accurate information about their course activity and interactions. If this permission is enabled, your view and the student's view of their analytics is the same.

Notes:

- The Analytics features displayed in this lesson will be removed in a future release and will be replaced by New Analytics. View more information on [using New Analytics](#).
- Viewing analytics is a course permission. If you cannot view analytics, your institution has restricted this feature.
- Analytics can also be accessed through the People page and viewing a student's [user details](#) page.

Open Course

Account

Dashboard

Courses **1**

Groups

Calendar

Courses

Published Courses

Basic Written Communications

Biology 101

Geography 101-A

History 101 **2**

Introduction to Oceanography

Introduction to the Solar System

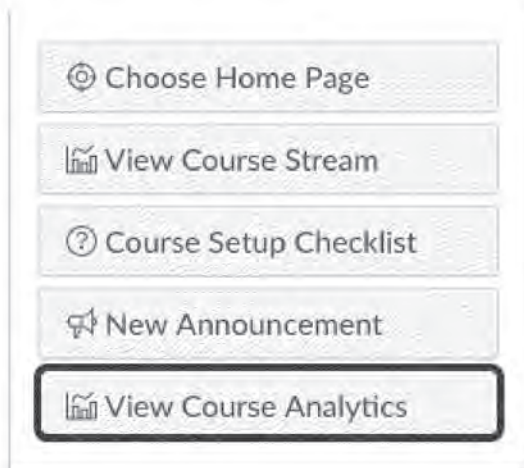
Unpublished Courses

New Course

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



Open Course Analytics



Click the **View Course Analytics** button.

Open Student Analytics

Student ▾	Page Views ▾	Participations ▾	Submissions	On Time	Late	Missing	Current Score ▾
Emily Boone	72	8	30	12	3	3	86.21%
Jessica Doe	13	4	30	4	1	6	98.67%
Max Johnson	29	6	30	6	1	5	94%

In the Student Analytics table, click the name of the student.

To locate a student, you can sort the table by student name, page views, participates, and current score. The analytics table is paginated so you can view more students if you continue to scroll on the page.

View Student Information



When viewing analytics for an individual student, you can view the student's name and current percentage in the course [1]. To send a message directly to the student, click the **mail** icon [2].

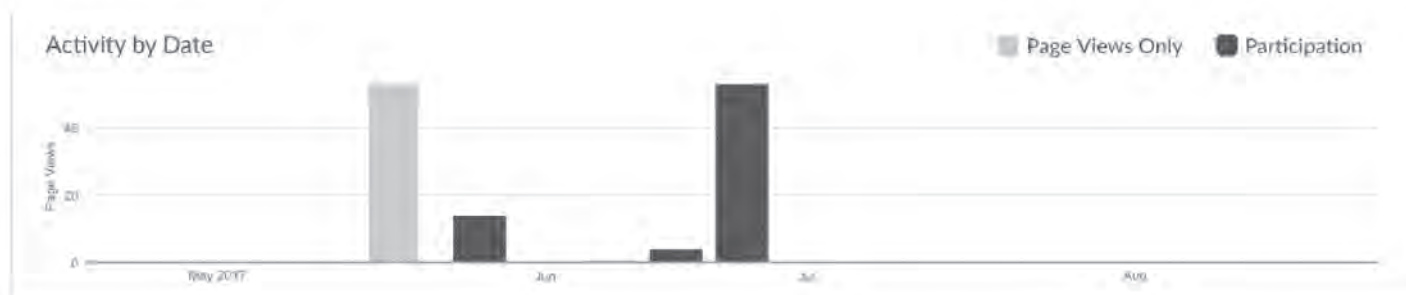
To view analytics for a different student, click the next or previous buttons in the user menu [3], or locate the student in the drop-down menu [4].

View Analytics Graphs



By default, analytics are shown in a graph format. These are four types of graphs: Activity by Date, Communication, Submissions, and Grades.

View Activity by Date



The Activity by Date graph shows all course activity for the student. The x-axis represents the course dates, while the y-axis represents the number of page views. Dark blue bars represent participation in the course. If a date only includes page views, the bar only displays as light blue.



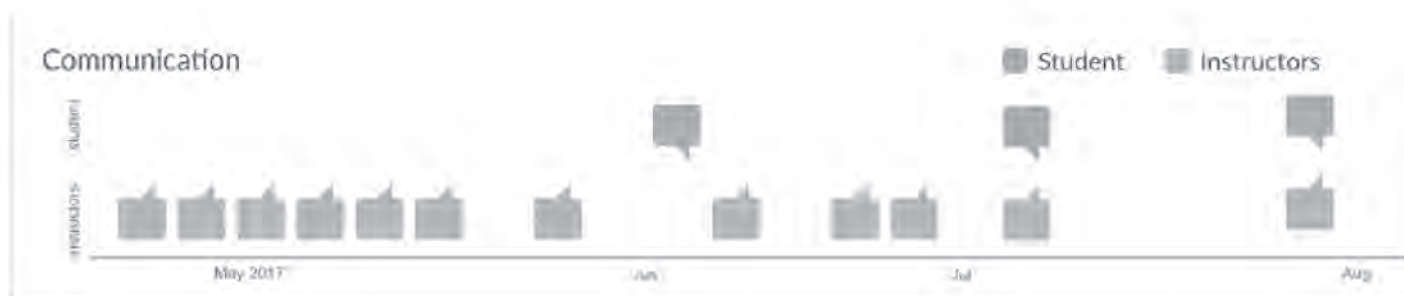
The graph changes the bar display according to the length of time. Activity that is less than six months old displays bars as daily activity, at six months bars are displayed as weekly activity, and at approximately a year bars are displayed as monthly activity. To view the details of the bar graph, hover over the specific bar you want to view. The weekly view shows the first and last date for the week; the monthly view shows the month and the year. Browser window size, zoom level, and screen resolution may also change how the bars display.

The following user actions will generate analytics course participation:

- loads a collaboration to view/edit the document
- joins a web conference
- posts a new comment to a discussion or an announcement
- submits a quiz
- starts taking a quiz
- submits an assignment
- creates a wiki page

You can also view specific content participation data in the [course access report](#).

View Communication



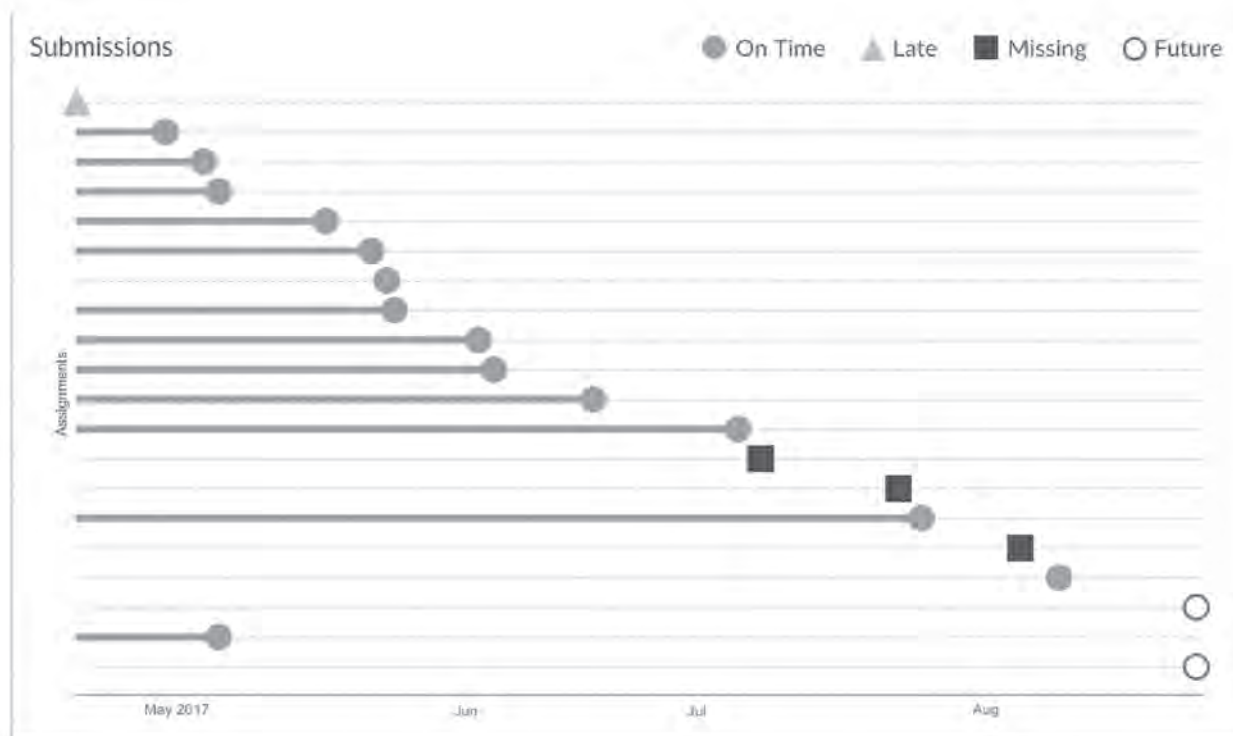
The Communication graph shows the conversations that have taken place between the student and instructor(s) in the Canvas Inbox. The y-axis represents the user type; orange message icons show when a student sent a message to an instructor, and blue message icons show when an instructor sent a message to the student. The x-axis represents the interaction date.

To view the details of the bar graph, hover over the specific bar you want to view. You can view the date of the communication and how many messages were sent. A message is an individual message passed from one user to the other; in message threads, each message is individually counted. In group conversations, interactions are counted as long as the student is one of the recipients. Notifications are not included in analytics unless the user acts on the notification and generates a new message that passes through the Canvas Inbox. Announcements are not included in communication analytics.

You can also view specific communication data in the [student interactions report](#).



View Submissions



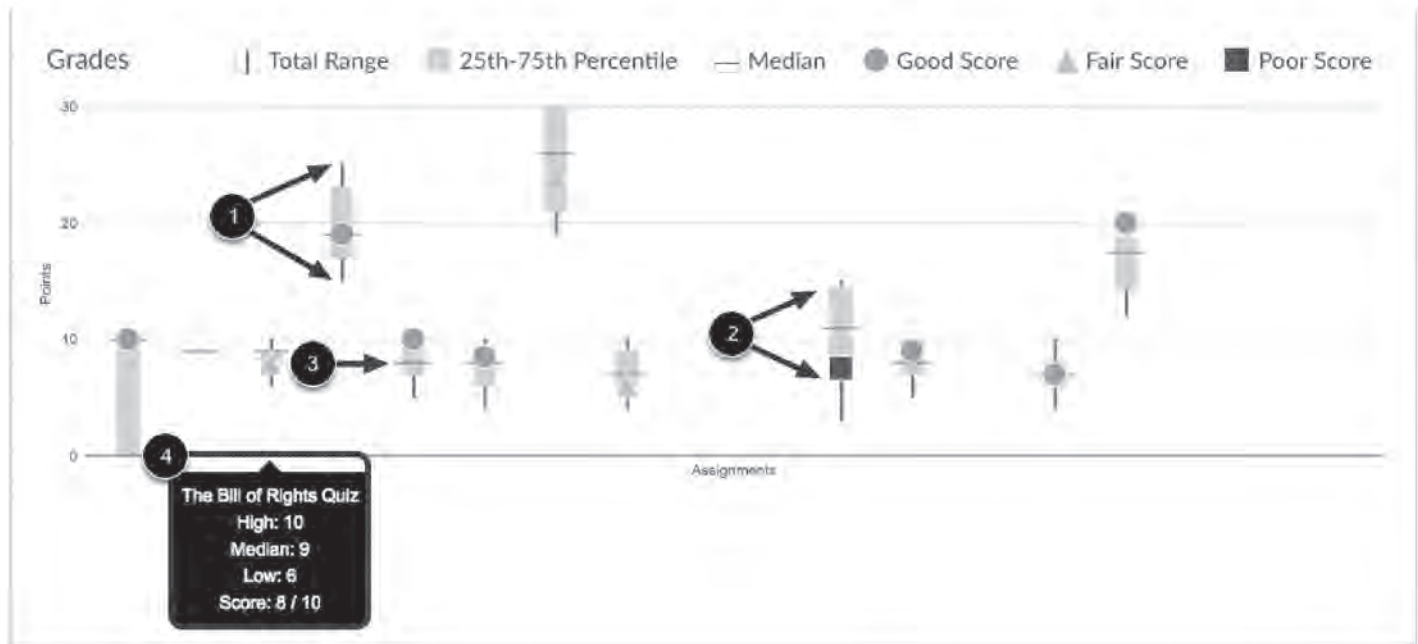
The Submissions graph shows the status of each submission for the student. The y-axis represents each assignment, while the x-axis represents the submission date. A green circle indicates an assignment that was submitted on time. A yellow triangle indicates an assignment that was submitted late. A red square indicates an assignment that is missing (not submitted). A white circle with a black outline indicates an assignment with a future due date.

If a submission includes a due date, the submission may include horizontal line. The line indicates when the assignment was submitted, while the shape indicates the actual due date. If a submission was submitted before the due date, the horizontal line is green; if it was submitted after the due date, the horizontal line is yellow. Submissions without a horizontal line either have no due date, or the assignment was submitted on the due date.

To view the details of the bar graph, hover over the specific bar you want to view. Current and past assignments include the assignment title, the due date (if any), the submission date, and the score. Future assignments include the assignment title, due date (if any), and the score.

Note: The Submissions chart does not include information about assignments that do not require a submission (e.g., not graded, on paper assignments), excused assignments, or assignments that do not apply to a student because of differentiated assignments.

View Grades



The Grades graph shows the median, high, and low scores for each assignment. The x-axis represents each assignment, while the y-axis represents the number of points for an assignment. The vertical black line extends from the highest score to the lowest score [1]. The gray box extends from the 75th percentile to 25th percentile [2]. The horizontal black line shows the median score for the assignment [3].

The student's score is indicated by the same shapes found in the Submissions graph. A green circle indicates an assignment with a good score. A good score is equal to or greater than the median score. A yellow triangle indicates an assignment with a fair score. A fair score is below the median but still within the 75th to 25th percentile range. A red square indicates an assignment with a poor score. A poor score is below the 25th percentile.

To view assignment names and details, hover your cursor over the graph [4].

View Analytics Tables





To view analytics without hovering over graph columns, you can view all data in a table format. To switch to the table format, click the Analytics icon. The icon will switch from the left side to the right, indicating the current analytics view.

View Table Data

Activity by Date

Date	Page Views	Actions Taken
2017-06-30	2	0
2017-06-29	11	1
2017-06-29	13	0
2017-06-29	3	0

Tables apply to every graph in its respective page, and each column defines the data within its respective graph. Graphical data is displayed by column.

2017-06-21	4	1
2017-06-18	1	0
2017-06-02	4	1
2017-06-02	10	3



Each table is paginated to 30 entries per page; additional pages can be viewed by advancing to the next page.



New Analytics





How do I view analytics for an individual student in New Analytics?

Student analytics show you how well a particular student is doing in your course. You can view analytics in both active and concluded courses. Only active and completed student enrollments are included in data for New Analytics. Deleted or inactive user enrollments will not generate data.

Available analytics include course grade, weekly online activity, and communication. By default, the analytics page displays an interactive chart graph of all data. However, you can view data within a table at any time.

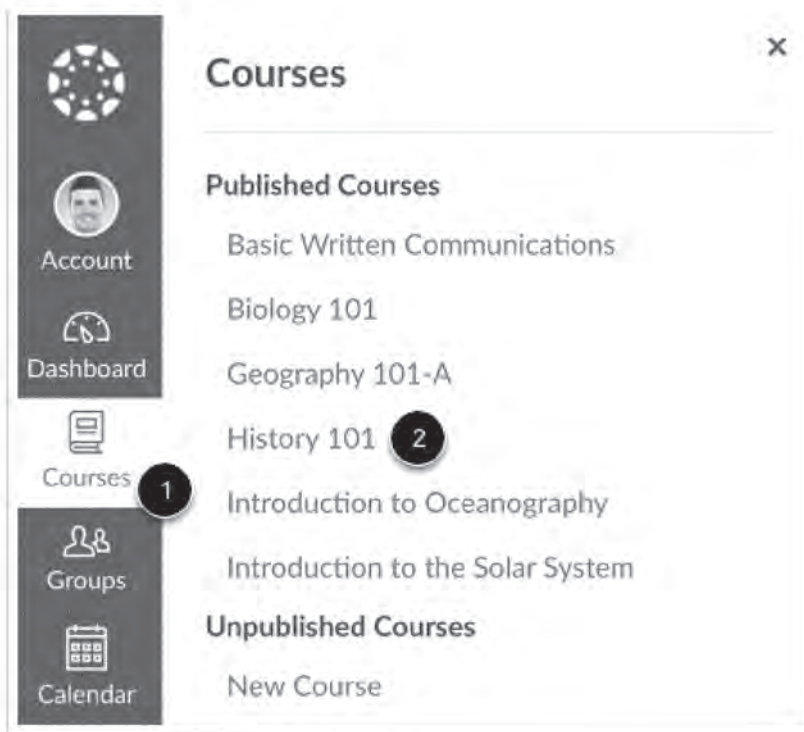
[Learn more about New Analytics.](#)

Notes:

- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.
- Because mobile page view data is based on device settings and network connection, it may vary from the time the page views actually occurred. Page view data should not be used to assess academic integrity.



Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



Open New Analytics

To open New Analytics, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.



View Data Status



For reporting accuracy, the page displays the last time analytics data was last updated.

Notes:

- If the course has been concluded, the analytics page includes a Concluded label above the Data Last Updated date.
- Data is refreshed in New Analytics every 24 hours.



Open Student Analytics

Course Grade Weekly Online Activity **1 Students** Reports Online Attendance **NEW**

Aug 11, 2019–Sep 20, 2020

All Sections Add a Section, Student

3 Students (6) ▾

4

	Grade	% On Time	Last Participation	Last Page View	Page Views	Participations
2 Emily Boone emily.boone@canvas@gmail.com	80%	71%	Sep 16, 2020	Sep 18, 2020	2,164	106
Max Johnson max.johnson@canvas@gmail.com	70%	100%	Aug 27, 2020	Sep 16, 2020	212	18
Bruce Jones bruce.jones@canvas@gmail.com	85%	—	Oct 9, 2019	Aug 31, 2020	30	1
Joe Rogers joe.rogers@canvas@gmail.com	86%	—	—	May 12, 2020	11	0

To view analytics for all students in your course, click the **Students** tab [1].

To view analytics for one student in your course, click the name of the student [2].

To locate a student, you can sort the table by student name [3], or any other column header [4].

The analytics table is paginated so you can view more students if you continue to scroll to the bottom of the page.



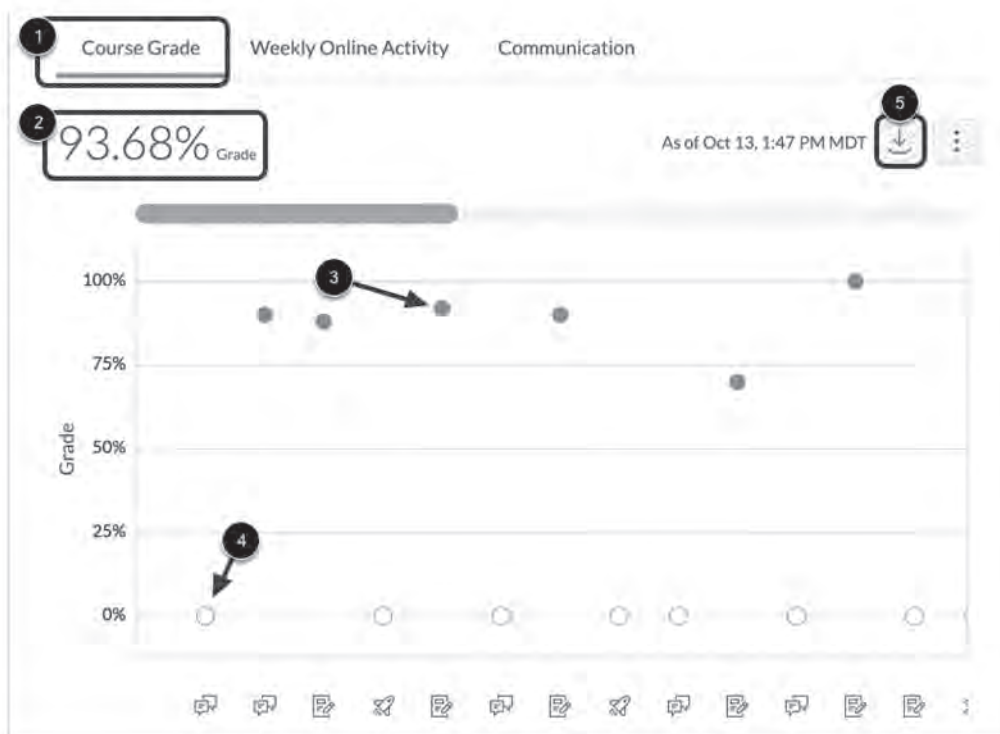
View Student Information



When viewing analytics for an individual student, you can view the student's name and send a message to the student [1].

To return to course analytics, click the **Course Analytics** button [2].

View Course Grade Chart Graph





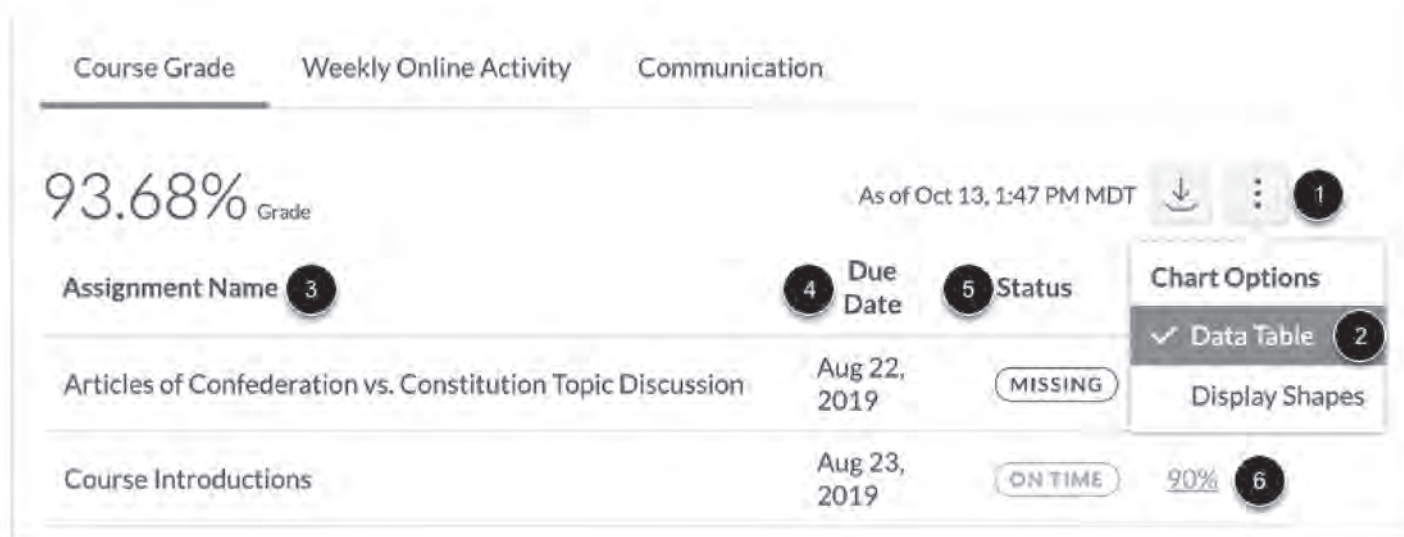
By default, the student analytics opens to the Course Grade tab [1]. The Course Grade chart graph shows the submission status and grade for all the assignments in the course. The student's current course grade is shown above the chart graph [2].

The x-axis displays an icon to indicate if the activity is an assignment, quiz, or discussion. The y-axis indicates the grade percentage.

A solid dot [3] in the chart represents a graded assignment and an empty dot [4] represents an ungraded assignment. Click any dot to view more details about the assignment.

To download a CSV of the course grade data, click the **Download** button [5].

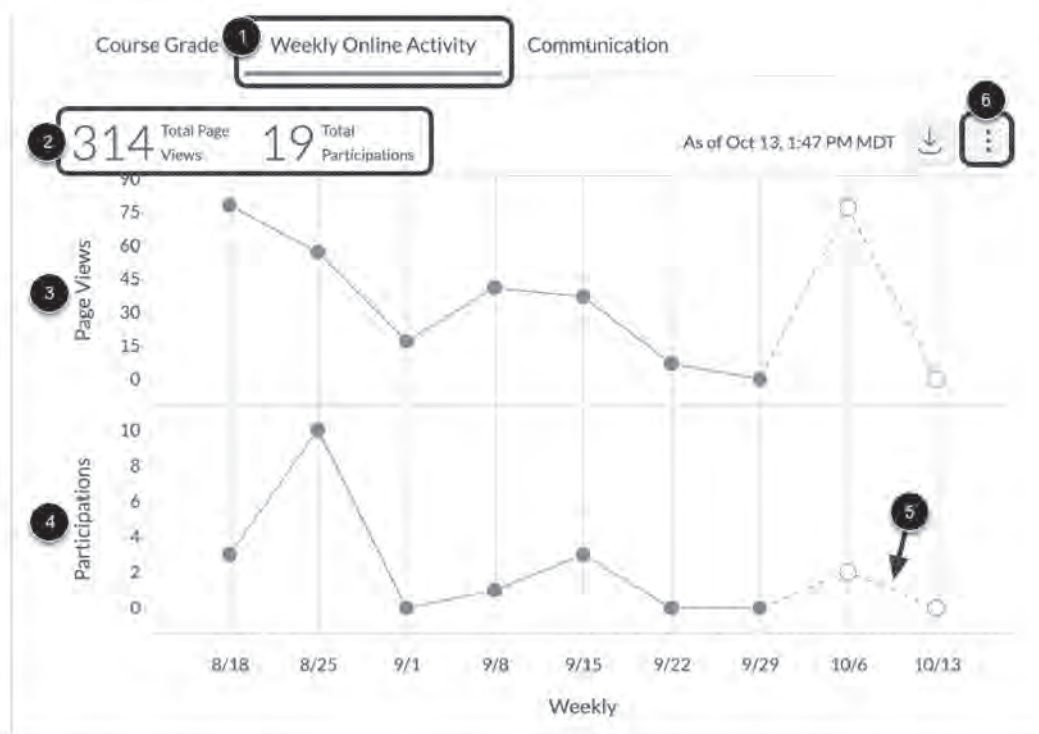
View Course Grade Data Table



To view course grade data in a table, click the **Options** icon [1] and select the **Data Table** option [2]. The data table shows the assignment name [3], due date [4], status [5], and grade [6]. The table can be sorted by clicking any column heading.



View Weekly Online Activity Graph



To view the student's weekly online activity, click the **Weekly Online Activity** tab [1]. The student's total page views and total participations are displayed above the chart [2].

Data is displayed as a chart with two rows: average page views [3] and average participations [4]. The following actions will generate participations:

- Announcements: posts a new comment to an announcement
- Assignments: submits an assignment
- Collaborations: loads a collaboration to view/edit a document
- Conferences: joins a web conference
- Discussions: posts a new comment to a discussion
- Pages: creates a page
- Quizzes: submits a quiz
- Quizzes: starts taking a quiz

Data for the week that is currently in progress is indicated by a dotted line [5].

To download a CSV of the weekly online activity data, click the **Download** button [6].



Note: The definition of participation is based on [federal guidelines related to student attendance as applicable to online courses](#). Please note that because communication between students and teachers often happens outside of the LMS, it is not included as a participation metric. However, as part of the Course Analytics offering, a history of inbox messages sent between students and instructors is included so that it can be viewed alongside participation metrics.

View Weekly Online Activity Data Table

Course Grade		Weekly Online Activity	Communication	
314 <small>Total Page Views</small>		19 <small>Total Participations</small>	As of Oct 13, 1:47 PM MDT	
3 Week Starting		4 Page Views	5 Participations	Chart Options
<u>Aug 18, 2019</u>		78	3	2 ✓ Data Table
<u>Aug 25, 2019</u>		57	10	Display Shapes
<u>Sep 1, 2019</u>		17	0	
<u>Sep 8, 2019</u>		41	1	

To view weekly online activity in a table, click the **Options** icon [1] and select the **Data Table** option [2]. The data table shows the week start date [3], number of page views [4], and number of participations [5]. The table can be sorted by clicking any column heading.

View Communication Graph



To view an overview of messages, click the **Communication** tab [1]. The Communication graph shows the number of conversations that have taken place between the student and instructor(s) in the Canvas Inbox. The total number of messages sent by students and instructors is displayed above the graph [2].

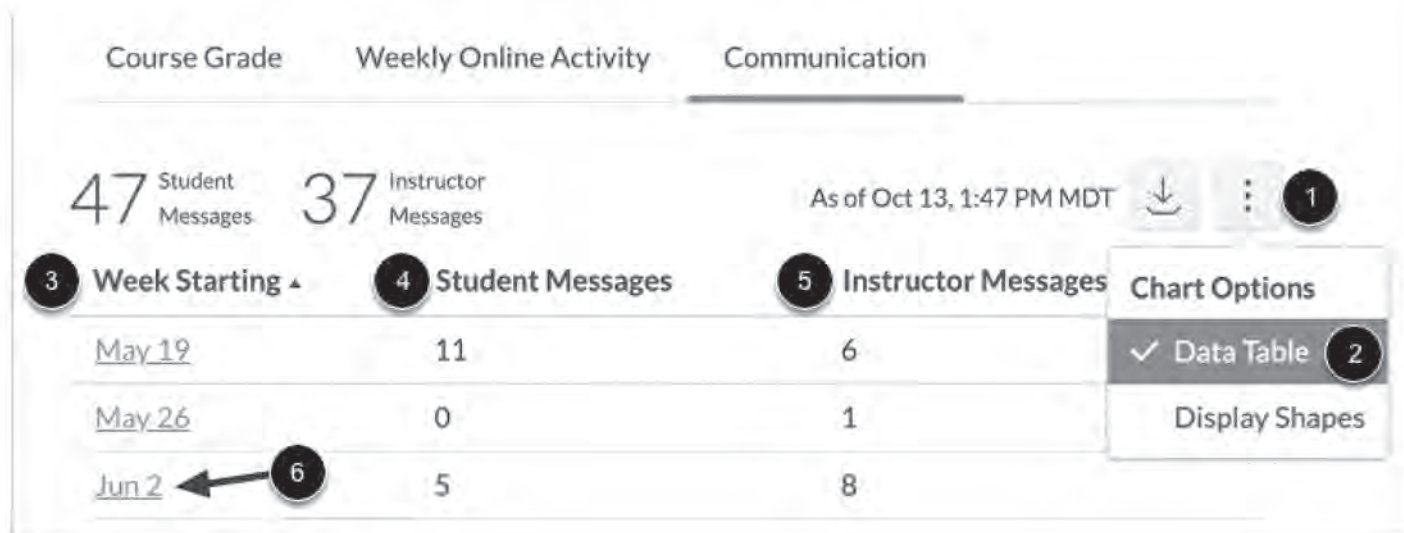
The x-axis shows the date range and the y-axis shows the number of messages sent. Student and instructor messages are differentiated by different colors. To improve contrast in the chart, click the **Chart Options** icon [3] and select the **Display Shapes** option [4].

To view the details of the bar graph, hover over the specific bar you want to view. You can view the total number of messages sent for the date range. Click the bar to view the specific days and number of messages that were sent in the range.

To download a CSV of the communication data, click the **Download** button [5].



View Communication Data Table



To view Communication activity in a table, click the **Options** icon [1] and select the **Data Table** option [2]. The data table shows the week start date [3], number of student messages [4], and number of instructor messages [5]. The table can be sorted by clicking any column heading.

To view details of a specific date range, click the date [6].



View Online Attendance Report

Course Grade
Weekly Online Activity
Students
Reports
Online Attendance NEW

Week
August 15, 2021–August 21, 2021 Week 106

Class Days
Filter

All Sections Add a Section, Student
Weekdays
Show All

Student	Section	Days Not Met	SUN	MON	TUE	W
Bruce Jones bruce.jones.canvas@gmail.com	History 101, History 101 T-Th	4	×	✓	×	
Emily Boone emily.boone.canvas@gmail.com	History 101, History 101 MWF	3	×	✓	×	
Jane Smith jane.smith.canvas@gmail.com	History 101 MWF	5	×	×	×	

If enabled by your institution, you can also [view an Online Attendance report](#) that indicates if students have met online attendance criteria for designated class days. Online attendance criteria is managed by your institution.



How do I view average course grade analytics in an interactive chart graph in New Analytics?

New Analytics allows you to track average course grades for student submissions using an interactive chart graph. Data is for viewing only and cannot directly be changed. You can view analytics in both active and concluded courses.

The average course grade is the average of all student totals from the Gradebook. Course analytics will show you student activity, assignment submissions, grades, and student names. Page views and participation metrics include an aggregate across all devices, including Canvas mobile apps.

Only active and completed student enrollments are included in data for New Analytics. Deleted or inactive user enrollments will not generate data.

By default, the analytics page displays an interactive chart graph of all data. However, you can switch and [view data within a table](#) at any time.

Notes:

- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.



Open Course

Courses

Published Courses

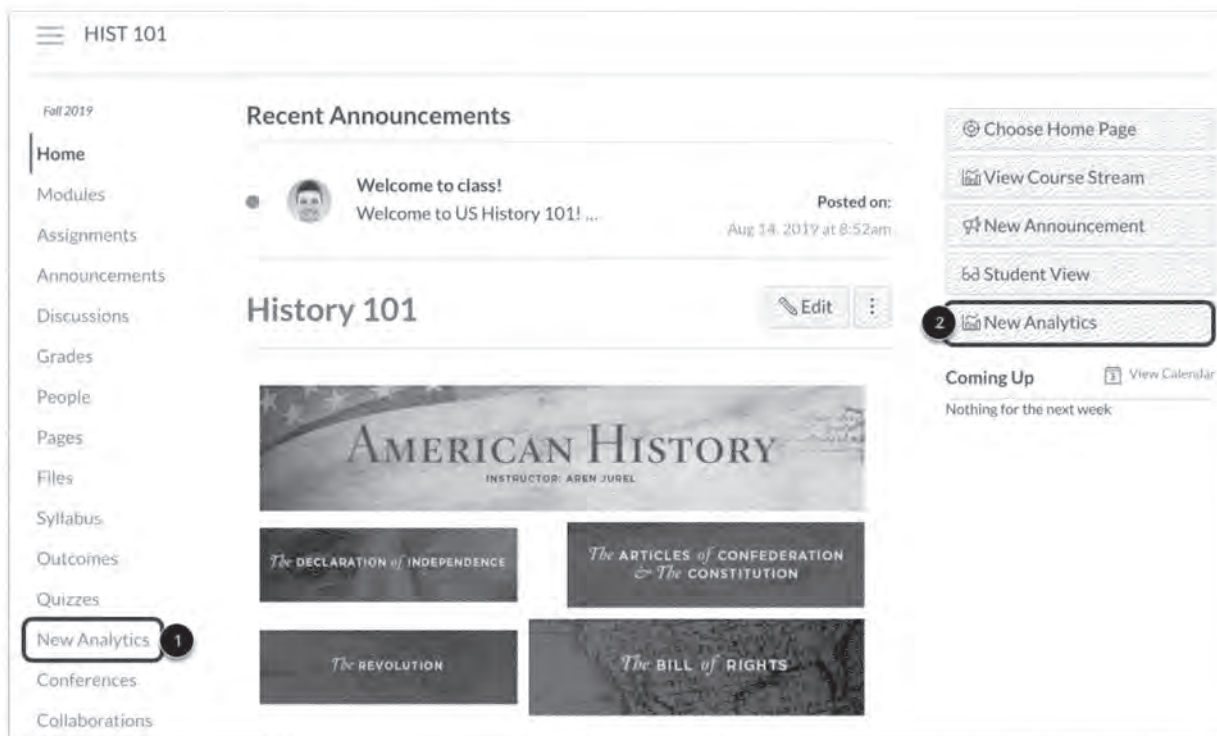
- Basic Written Communications
- Biology 101
- Geography 101-A
- History 101
- Introduction to Oceanography
- Introduction to the Solar System

Unpublished Courses

- New Course

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

Open New Analytics



To open New Analytics, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics



Click the **Course Grade** tab.



View Data Status

For reporting accuracy, the page displays the last time analytics data was last updated. Data is refreshed in New Analytics every 24 hours.

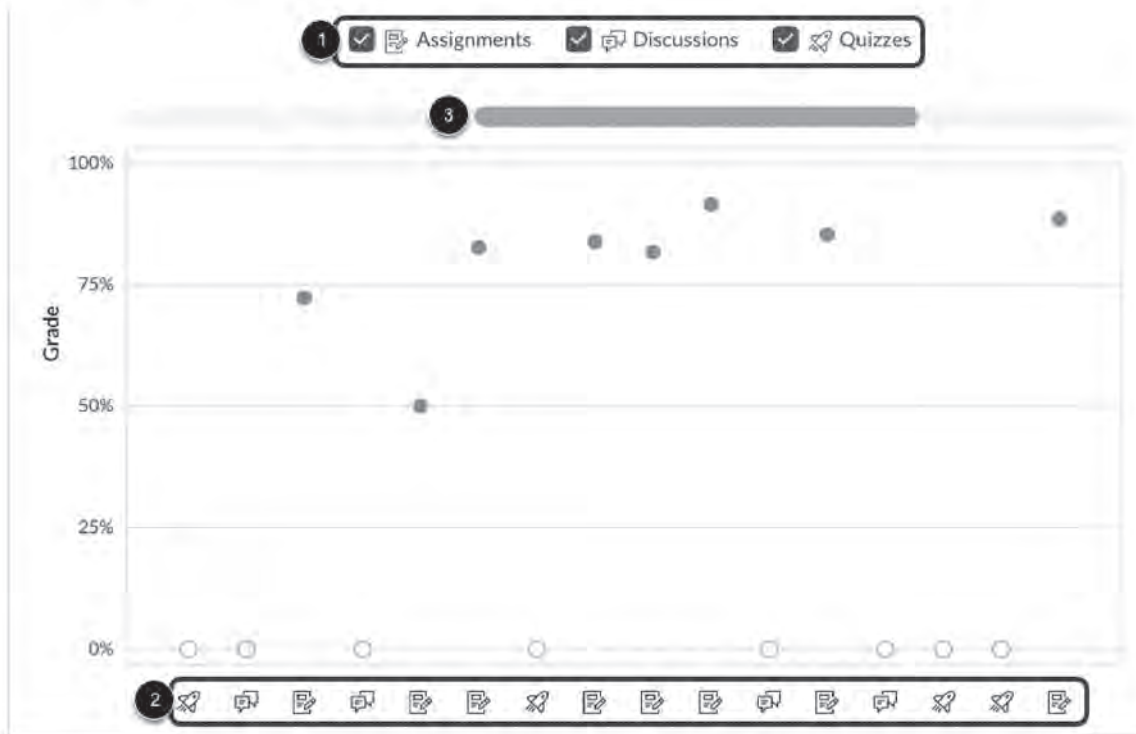
Note: If the course has been concluded, the analytics page includes a Concluded label above the Data Last Updated date.

View Filter

The analytics page is dynamic based on filtered content. By default, all results display the course average, which cannot be removed [1].

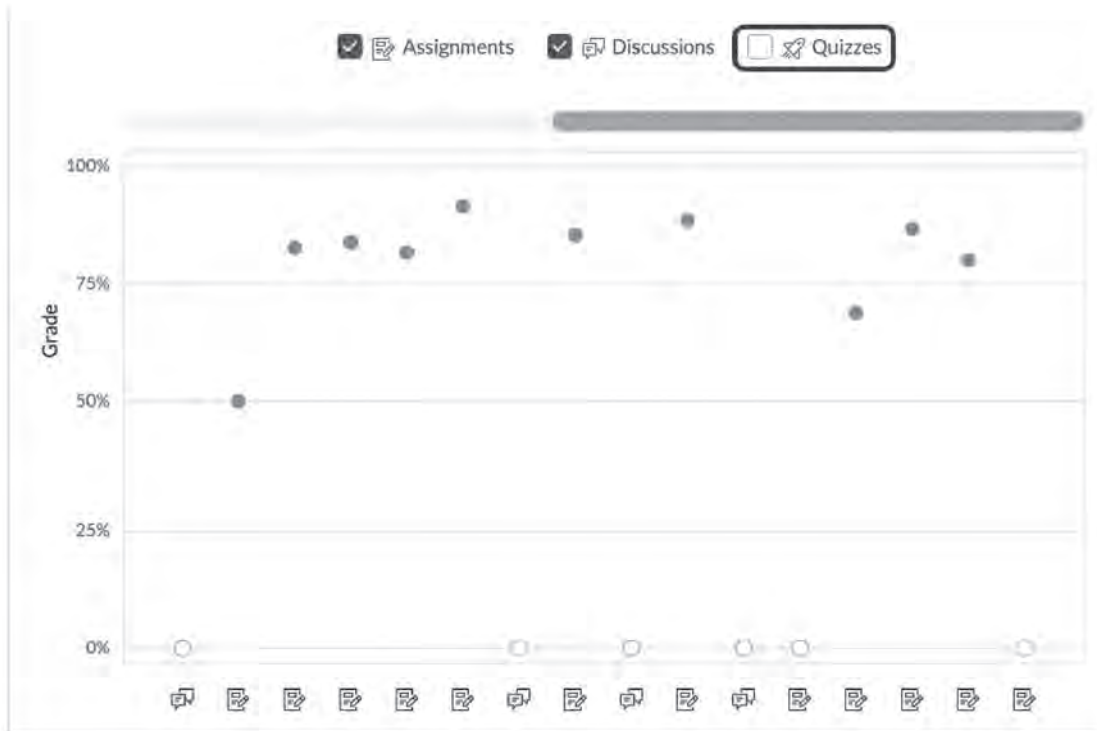
You can also view the average grade percentage for all students [2], which is not affected by any filter.

Filter by Assignment



By default, analytics selects all assignment types to display within the page [1]. Each assignment in the chart displays the appropriate icon for each visible assignment type [2]. To view additional assignments, click and drag the scrollbar [3].

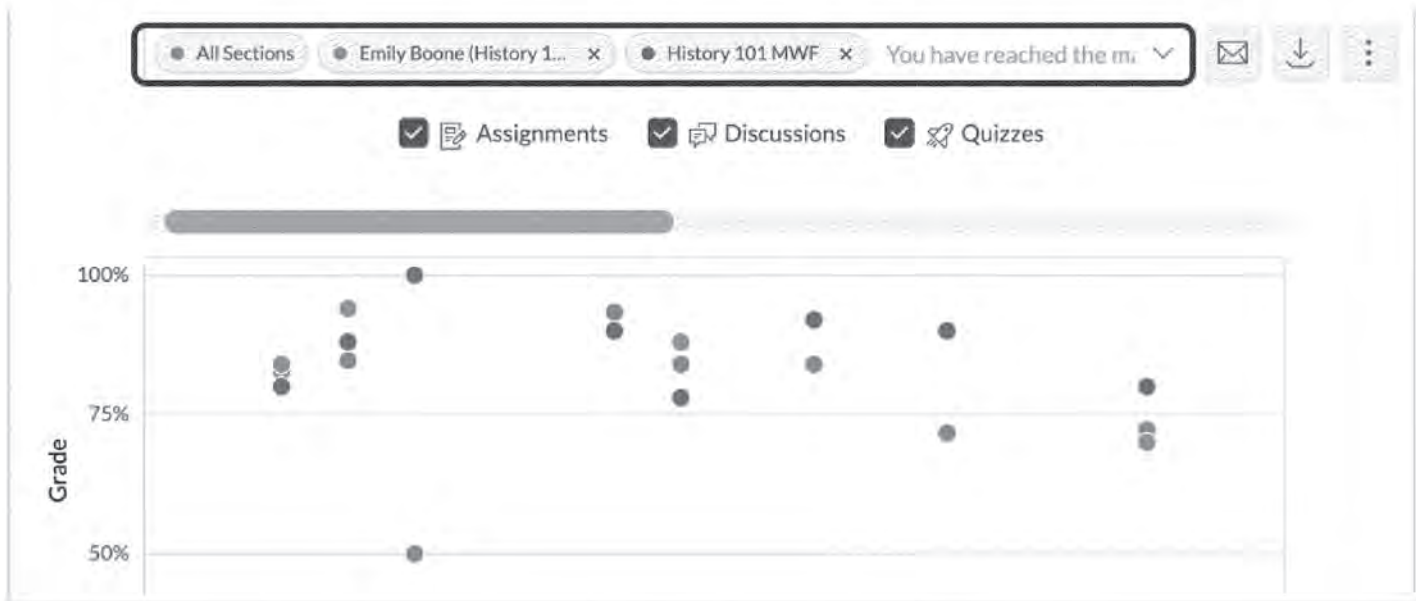
Note: The Quiz icon represents both classic quizzes and New Quizzes question types.



To filter by assignment type, remove the checkbox next to the assignment type. The chart dynamically updates the results based on the assignment type selected or removed in the filter.

Note: At least one assignment type is required at all times.

Compare Course Data






For analytical comparisons, you can [compare graph data by filtering a section, student, or assignment.](#)

View Student Table

Course Grade	Weekly Online Activity	Students	Reports	NEW
--------------	------------------------	----------	---------	-----

Aug 11, 2019–Sep 20, 2020

All Sections History 101 T-Th x Add a Section, Student

1 Students (3)	2 Grade	3 % On Time	4 Last Participation	5 Last Page View	6 Page Views	7 Participations
 Max Johnson <small>maxjohnson.canvas@gmail.com</small>	70%	100%	Aug 27, 2020	Sep 16, 2020	212	18
 Bruce Jones <small>bruce.jones.canvas@gmail.com</small>	85%	—	Oct 9, 2019	Aug 31, 2020	30	1
 Nora Sanderson <small>nora.sanderson.canvas@gmail.com</small>	81%	100%	Aug 28, 2020	Aug 28, 2020	76	9

On the Students tab, you can also view the specific students that are part of each filter.

For each student, the table displays the following data:

- Students: A list of students in the course sorted by last name [1].
- Grade: The current course grade for the student [2].
- On Time: The percentage of assignments submitted on or before the due date [3].
- Last Participation: The date the student last interacted with the course [4].
- Last Page View: The date the student last accessed the course [5].
- Page Views: The number of times the student has viewed the page [6].
- Participations: The total number of times the student has participated in interactions with the course [7].



View Additional Students

Students (14) ▲	Grade	% On Time	Last Participation	Last Page View	Page Views	Participations
Chase Abbott chase.abbott.canvas@gmail.com	88%	0%	Jun 11, 2020	Sep 18, 2020	27	8
Dominic Abbott email+DominicAbbott1763680@school.local	90%	0%	—	Sep 18, 2020	3	0
Owen Abbott email+OwenAbbott1520207@school.local	—	—	—	Jan 20, 2019	1	0
<div> <div>1</div> <div>2</div> <div>3</div> </div>						

By default, the students table displays 25 students at a time. You can view additional pages in the pagination bar.

Sort Student Data

Students (6) ▲ ←	Grade	% On Time	Last Participation	Last Page View	Page Views	Participations
Emily Boone emily.boone.canvas@gmail.com	80%	71%	Sep 16, 2020	Sep 18, 2020	2,164	106
Max Johnson max.johnson.canvas@gmail.com	70%	100%	Aug 27, 2020	Sep 16, 2020	212	18
Bruce Jones bruce.jones.canvas@gmail.com	85%	—	Oct 9, 2019	Aug 31, 2020	30	1

By default, the table sorts by last name, first name. However, you can sort any column in ascending or descending order by clicking the heading name. The sorted column is indicated by the sort arrow.



Message Students Who

All Sections Add a Section, Student, Assignment

☒ Assignments
 ☒ Discussions
 ☒ Quizzes

To send a message to students whose grades or submissions are within specific criteria, click the **Message** button.

Export Table CSV

All Sections Add a Section, Student, Assignment

☒ Assignments
 ☒ Discussions
 ☒ Quizzes

To export analytics data as a CSV file, click the **Download** button.

CSV data is exported according to the filtered data.

CSV files display a student's full name, sortable name, Canvas user ID, SIS user ID or email (if applicable), overall course grade, the percent that assignments have been on time, the last page view time, the last participation time, and the last time the student logged out.



How do I view average course grade analytics in a data table in New Analytics?

By default, the analytics page displays an [interactive analytics chart graph](#) of all course grade data. However, you can choose to view analytics data as a table by percentage. Data is for viewing only and cannot directly be changed. You can view analytics in both active and concluded courses.

New Analytics allows you to track an average course grade for student submissions. The average course grade is the average of all student totals from the Gradebook. Course analytics will show you student activity, assignment submissions, grades, and student names. Page views and participation metrics include an aggregate across all devices, including Canvas mobile apps.

Only active student enrollments are included in data for New Analytics.

Notes:

- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.



Open Course

Courses

Published Courses

- Basic Written Communications
- Biology 101
- Geography 101-A
- History 101
- Introduction to Oceanography
- Introduction to the Solar System

Unpublished Courses

- New Course

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



Open New Analytics

To open New Analytics, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

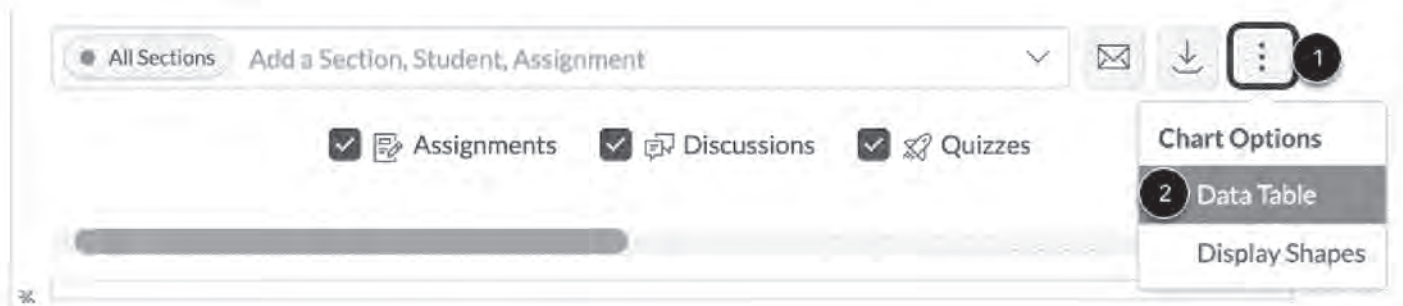
Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics

Click the **Course Grade** tab.



View Data Table



Click the **Options** icon [1] and select the **Data Table** option [2].

View Data Status



For reporting accuracy, the page displays the last time analytics data was last updated. Data is refreshed in New Analytics every 24 hours.

Note: If the course has been concluded, the analytics page includes a Concluded label above the Data Last Updated date.



View Filter

2 Average Course Grade 79.47%

As of Sep 21, 1:54 PM MDT

Course Grade Weekly Online Activity Students Reports Online Attendance **NEW**

1 All Sections Add a Section, Student, Assignment

The analytics page is dynamic based on filtered content. By default, all results display the course average, which cannot be removed [1].

You can also view the average grade percentage for all students [2], which is not affected by any filter.

Filter by Assignment

All Sections Add a Section, Student, Assignment

☒ Assignments ☒ Discussions ☒ Quizzes

Class Survey	Cloud Assignment	Constitution Assign	Constitution Review	Lincoln Test	Articles of
—	82.7%	84.7%	50.0%	—	—

By default, analytics selects all assignment types to display within the page.



☒ All Sections Add a Section, Student, Assignment

☒ Assignments
 ☐ Discussions
 ☐ Quizzes

Cloud Assignment	Constitution Assign	Constitution Review	Lincoln Test	Position Paper	A Closer
82.7%	84.7%	50.0%	—	84.0%	84.0%

To filter by assignment type, remove the checkbox next to the assignment type. The chart dynamically updates the results based on the assignment type selected or removed in the filter.

Note: At least one assignment type is required at all times.

Compare Course Data

☒ All Sections
 ☒ Emily Boone (History 101 MWF)
 ☒ History 101 MWF
 You have reached the maximum number of sections.




☒ Assignments
 ☐ Discussions
 ☐ Quizzes

	Cloud Assignment	Constitution Assign	Constitution Review	Lincoln Test	Position Paper	A Closer
• All Sections	82.7%	84.7%	50.0%	—	84.0%	84.0%
• Emily Boone (History 101 MWF)	84.0%	94.0%	100.0%	—	88.0%	92.0%
• History 101 MWF	80.0%	88.0%	100.0%	—	78.0%	92.0%

For analytical comparisons, you can [compare table data by filtering a section, student, or assignment](#).



View Student Table

Course Grade Weekly Online Activity Students Reports Online Attendance <small>NEW</small>							
Aug 11, 2019–Sep 20, 2020							
All Sections History 101 T-Th × Add a Section, Student ✓ ✉ ↓							
1 Students (3) ▾	3 Grade	4 % On Time	5 Last Participation	6 Last Page View	7 Page Views	8 Participations	
 Max Johnson <small>max.johnson.canvas@gmail.com</small>	70%	100%	Aug 27, 2020	Sep 16, 2020	212	18	
 Bruce Jones <small>bruce.jones.canvas@gmail.com</small>	85%	—	Oct 9, 2019	Aug 31, 2020	30	1	
 Nora Sanderson <small>nora.sanderson.canvas@gmail.com</small>	81%	100%	Aug 28, 2020	Aug 28, 2020	76	9	

On the Students tab, you can also view the specific students that are part of each filter.

For each student, the table displays the following data:

- Students [1]: the list of students in the course sorted by last name. Click a student's name to [view analytics for the student](#) [2]
- Grade [3]: current course grade
- On Time [4]: the percent of assignments submitted on or before a due date
- Last Participation [5]: the date the student last interacted with the course
- Last Page View [6]: the date the student last accessed the course
- Page Views [7]: the total page views for the student
- Participations [8]: the total participations for the student



View Additional Students

Students (14) ▲	Grade	% On Time	Last Participation	Last Page View	Page Views	Participations
CA Chase Abbott chase.abbott.canvas@gmail.com	88%	0%	Jun 11, 2020	Sep 18, 2020	27	8
DA Dominic Abbott email+DominicAbbott1763680@school.local	90%	0%	—	Sep 18, 2020	3	0
OA Owen Abbott email+OwenAbbott1520209@school.local	—	—	—	Jan 20, 2019	1	0
<div>1 2 3</div>						

By default, the students table displays 20 students at a time. You can view additional pages in the pagination bar.

Sort Student Data

Students (14) ▲ ←	Grade	% On Time	Last Participation	Last Page View	Page Views	Participations
CA Chase Abbott chase.abbott.canvas@gmail.com	88%	0%	Jun 11, 2020	Sep 18, 2020	27	8
DA Dominic Abbott email+DominicAbbott1763680@school.local	90%	0%	—	Sep 18, 2020	3	0
OA Owen Abbott email+OwenAbbott1520209@school.local	—	—	—	Jan 20, 2019	1	0



By default, the table sorts by last name, first name. However, you can sort any column in ascending or descending order by clicking the heading name. The sorted column is indicated by the sort arrow.

Message Students Who

All Sections
Add a Section, Student, Assignment

☒ Assignments
☐ Discussions
☐ Quizzes

	Cloud Assignment	Constitution Assign	Constitution Review	Lincoln Test	Position Paper	A Closer
All Sections	82.7%	84.7%	50.0%	—	84.0%	84.0%

To [send a message to students](#) whose grades or submissions are within specific criteria, click the **Message** button.

Export Table CSV

All Sections
Add a Section, Student, Assignment

☒ Assignments
☐ Discussions
☐ Quizzes

	Cloud Assignment	Constitution Assign	Constitution Review	Lincoln Test	Position Paper	A Closer
All Sections	82.7%	84.7%	50.0%	—	84.0%	84.0%

To export analytics data as a CSV file, click the **Chart Options** button.

CSV data is exported according to the filtered data.

CSV files display a student's full name, sortable name, Canvas user ID, SIS user ID or email (if applicable), overall course grade, the percent that assignments have been on time, the last page view time, the last participation time, and the last time the student logged out.



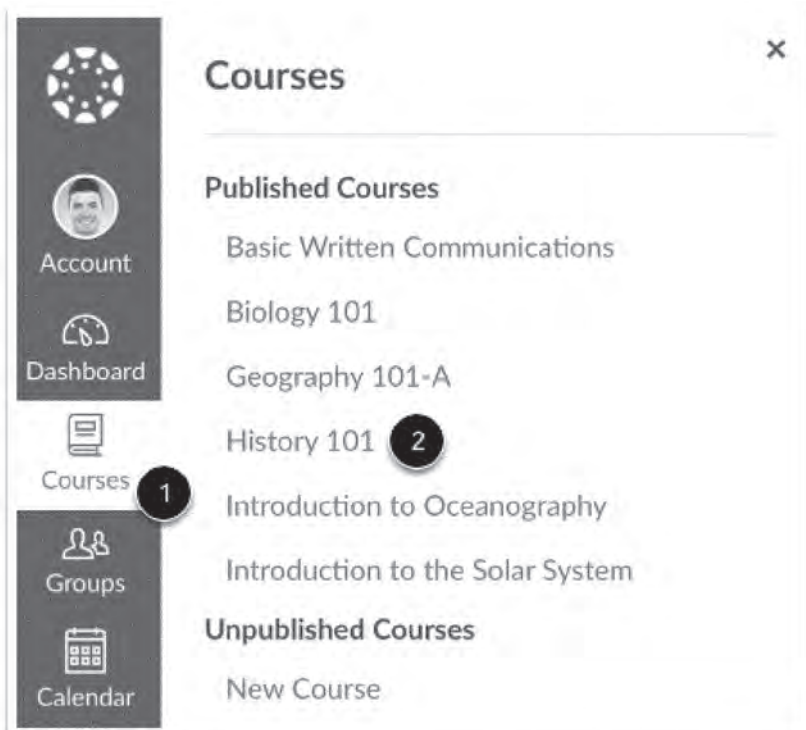
How do I compare the course average chart graph with an assignment, section, or student filter in New Analytics?

As part of [viewing the average course grade in an interactive chart graph](#), you can use filters to compare section, student, and assignment results with the course average.

Notes:

- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.

Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



Open New Analytics

To open New Analytics, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

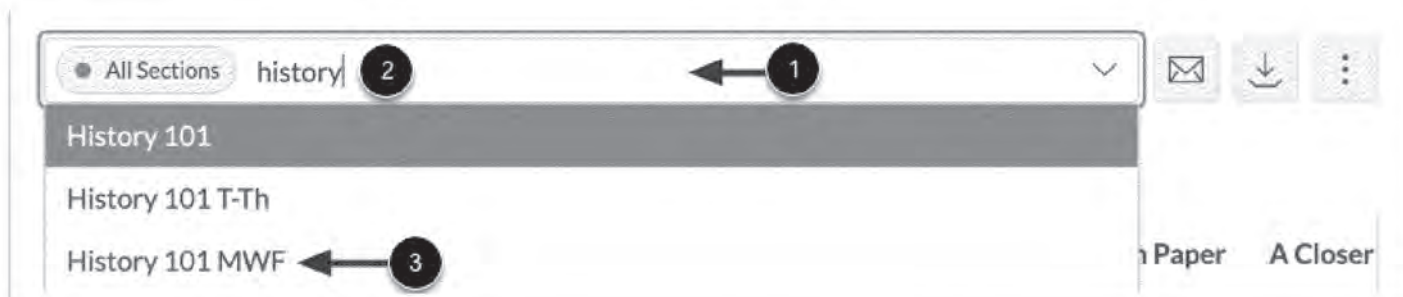
Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics

Click the **Course Grade** tab.

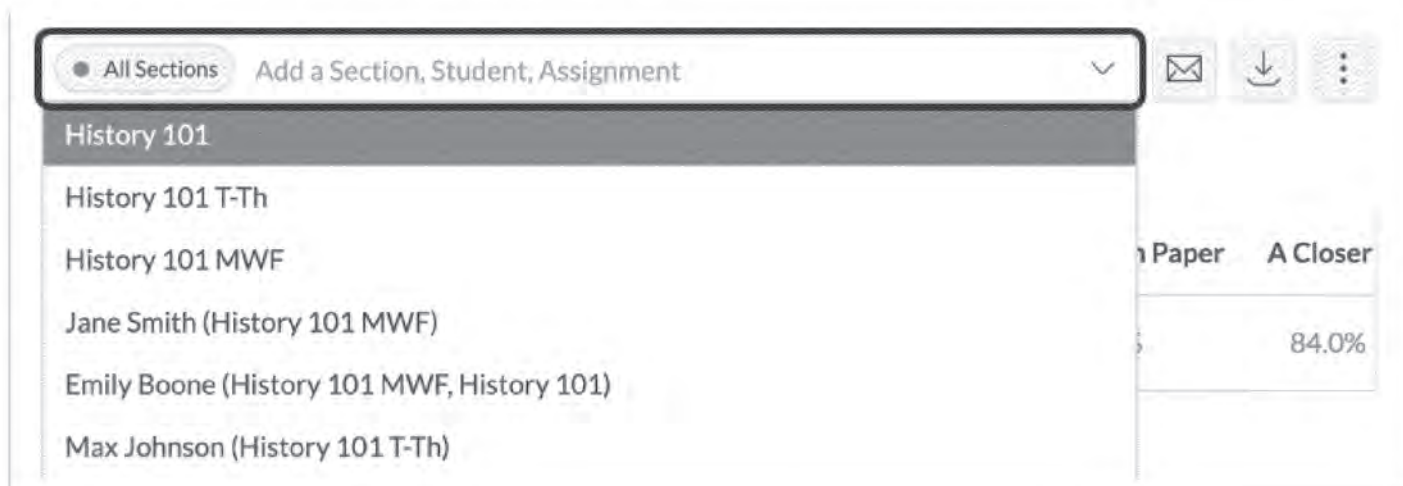


Filter Data



Click the **Filter** field [1]. Type the name of a section, student, or assignment [2]. Canvas will populate all matching results.

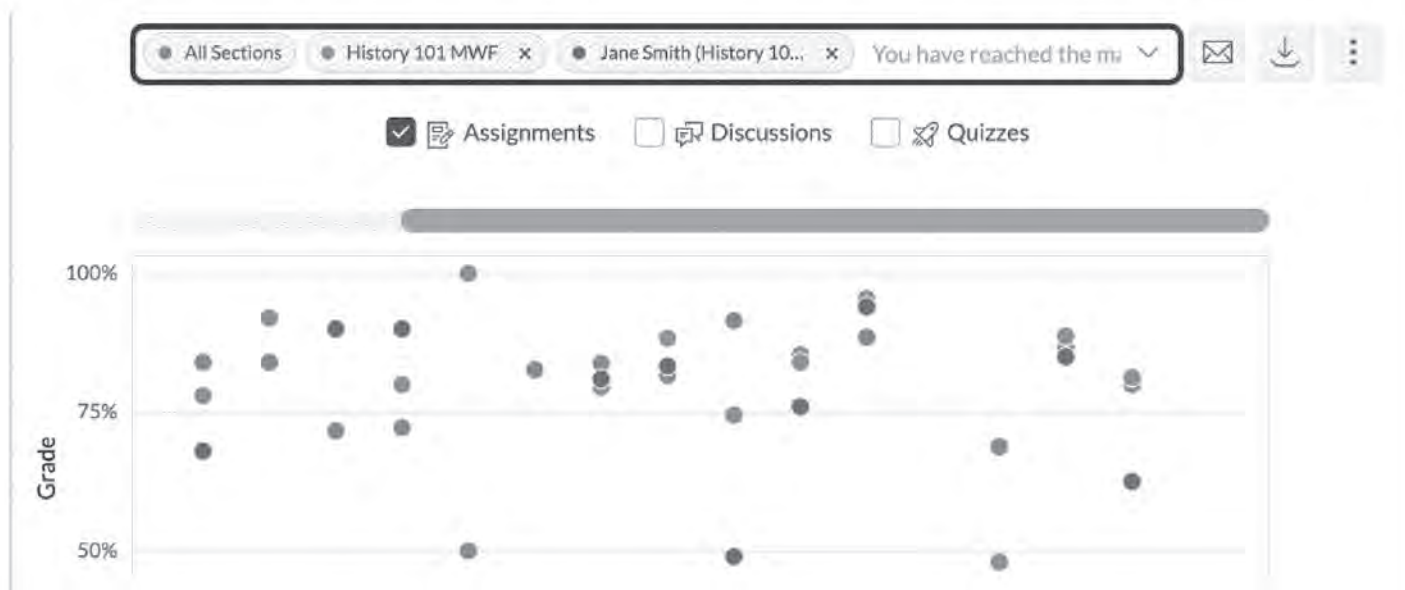
When the item displays in the menu, click the item name [3].



You can also click the **Filter** field and use the scroll to locate and select a section, student, or assignment.



View Additional Filters



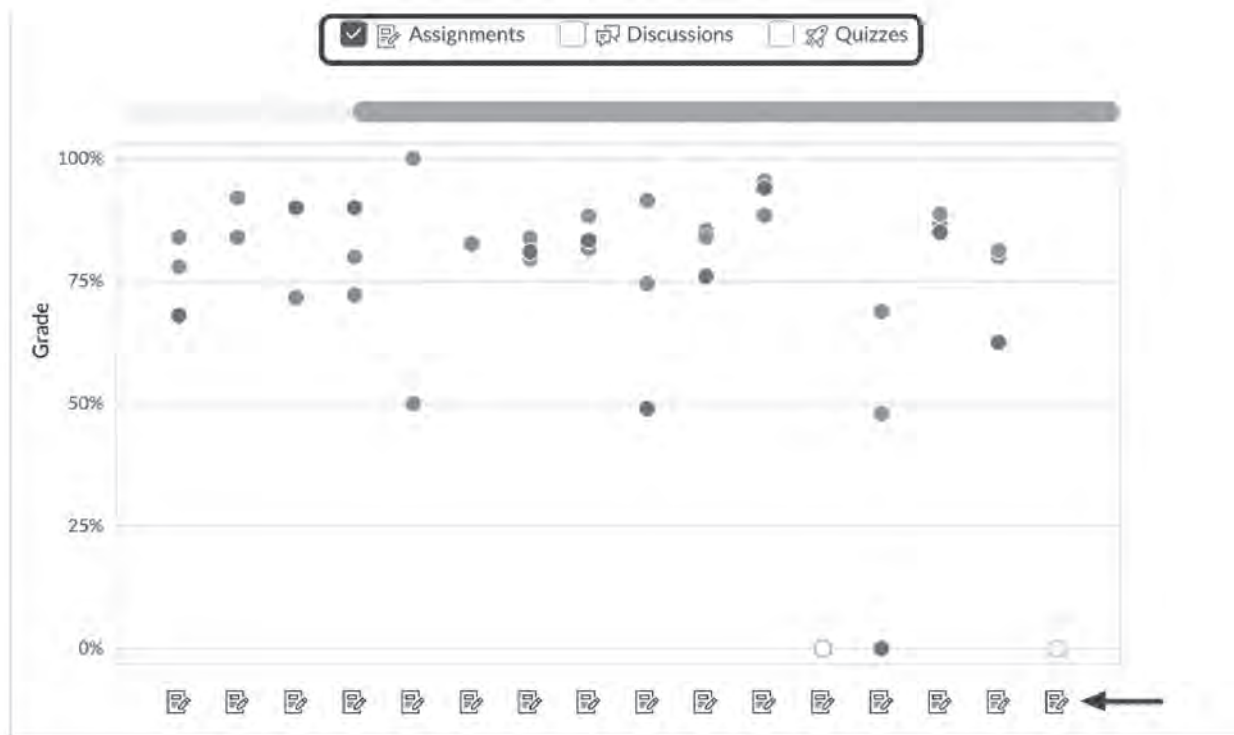
To add another filter, locate the additional filter. The Filter field supports up to three filters. The All Sections filter cannot be removed.

Filter by Assignment



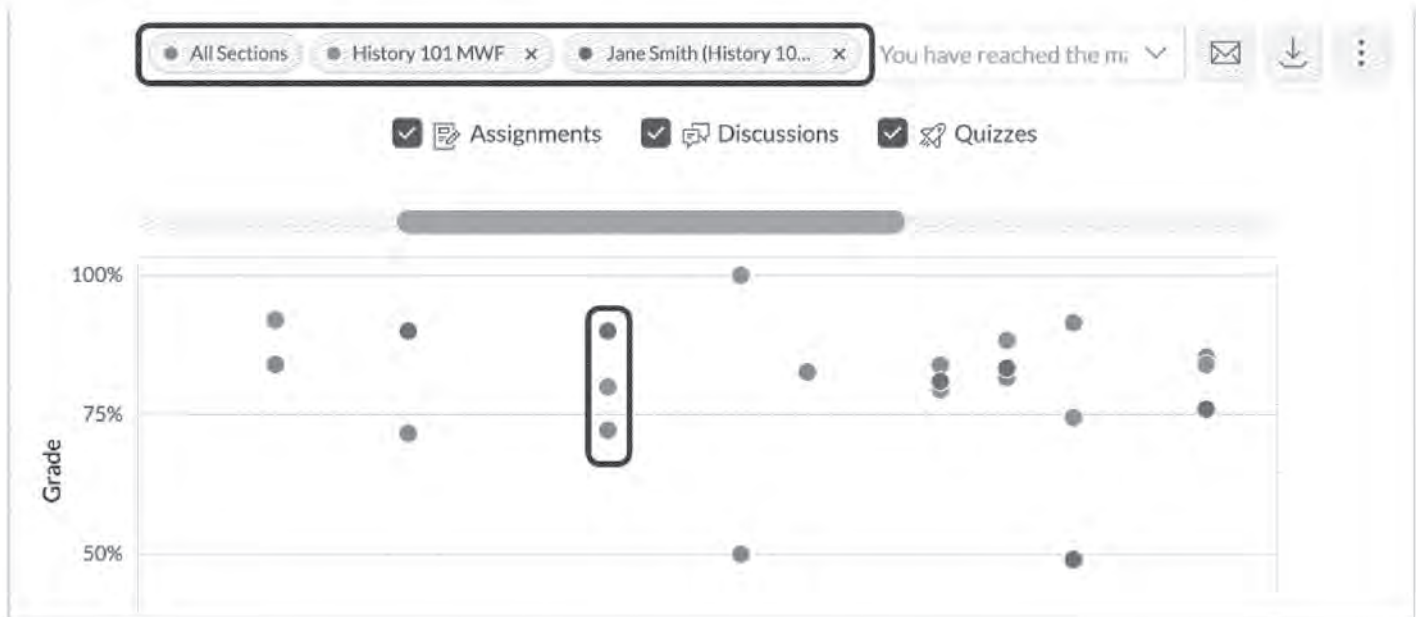
By default, analytics selects all assignment types to display within the page [1]. Each assignment in the chart displays the appropriate icon for each selected assignment type [2]. To view additional assignments within the filtered results, click and drag the scrollbar [3].

Note: The Quiz icon represents both classic quizzes and New Quizzes question types.



To filter by assignment type, remove the checkbox next to the assignment type. The chart dynamically updates the results based on the assignment type selected or removed in the filter.

Note: At least one assignment type is required at all times.



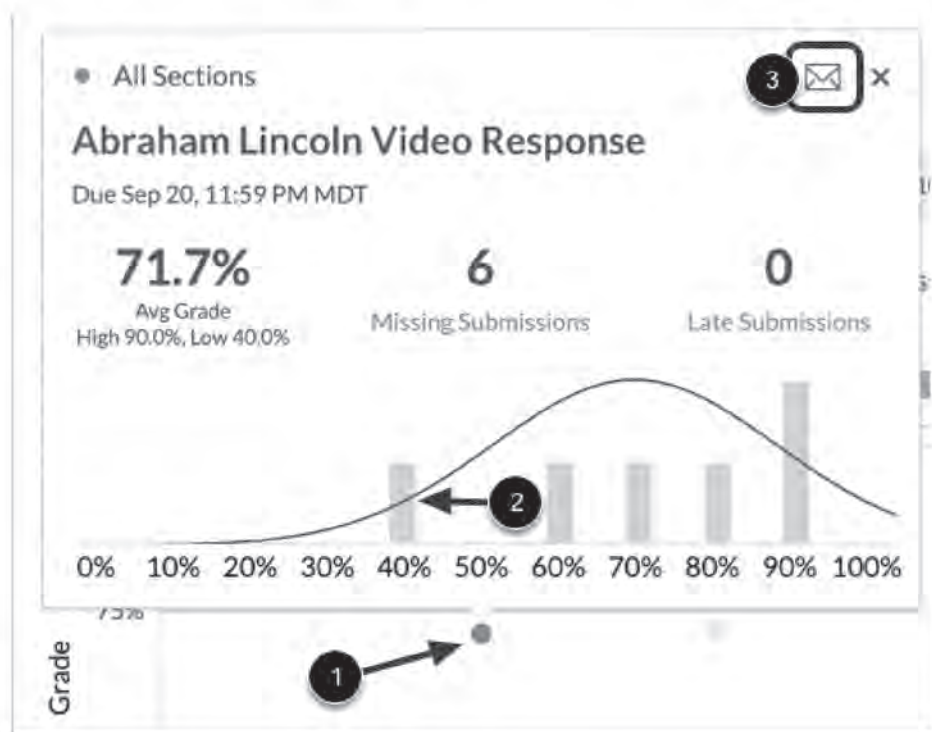
Each filter displays as a data point within the table.



When viewing filters, the default shape for each color is a circle, but you can choose to enable shapes for improved contrast by clicking the **Chart Options** icon [1] and selecting the **Display Shapes** option [2].



View Section Comparison



To view data for a section, click the data point for the section [1].

In a section comparison, details provide additional metrics for the section name, assignment name, assignment due date, average grade for the assignment, low and high grades by percentage, and number of missing and late submissions. You can hover over a percentage bar and view the number of students who achieved each grade percentage [2].

To send a message to all students in the section, click the **Message** icon [3].



When comparing sections, you can also view submissions by status: missing and late. To view the names of students within each status, click the link for the status [1]. The card displays the student information for the submission statuses, including the names and last login date for each student [2].

To message these students specifically, click the **Message** icon [3].

To export the submission status list as a CSV file, click the **Download** link [4].



View Student Comparison

To view data for a student, click the data point for the student [1].

In a student comparison, details provide additional metrics for the student's full name, last access date, section, current course grade percentage, assignment name and due date, the student's grade for the assignment, the course average percentage, and the status of the assignment and submission date.

To send a message to the individual student, click the **Message** icon [2].

Export Table CSV



To export analytics data as a CSV file, click the **Download CSV** button.

CSV data is exported according to the filtered data.

CSV files display a student's full name, sortable name, Canvas user ID, SIS user ID or email (if applicable), overall course grade, the percent that assignments have been on time, the last page view time, the last participation time, and the last time the student logged out.



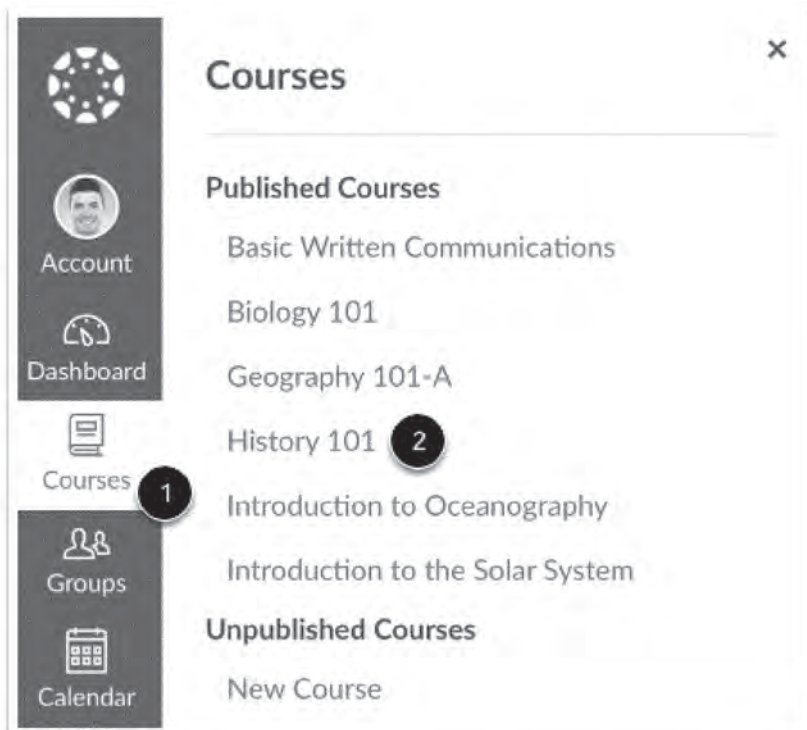
How do I compare the course average data table with an assignment, section, or student filter in New Analytics?

As part of [viewing the average course grade in a data table](#), you can use filters to compare section, student, and assignment results with the course average.

Notes:

- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.

Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



Open New Analytics

To open New Analytics, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

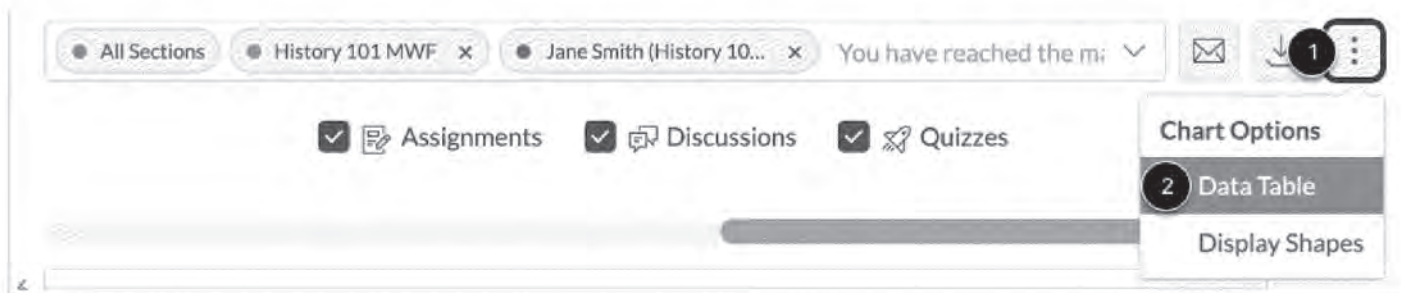
Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics

Click the **Course Grade** tab.

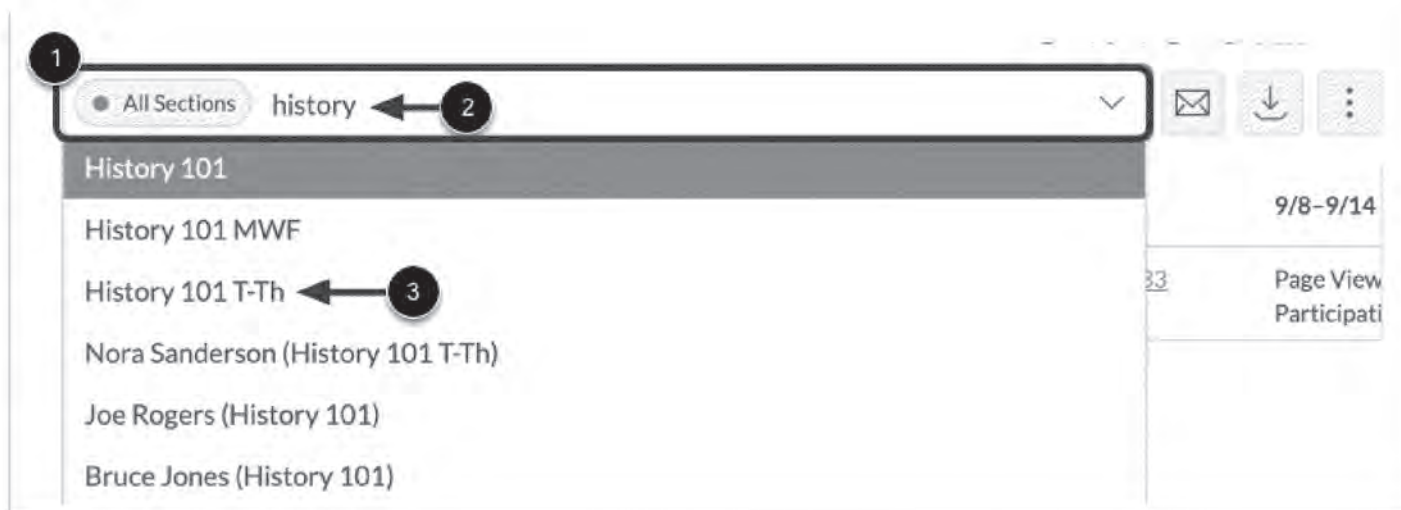


View Data Table



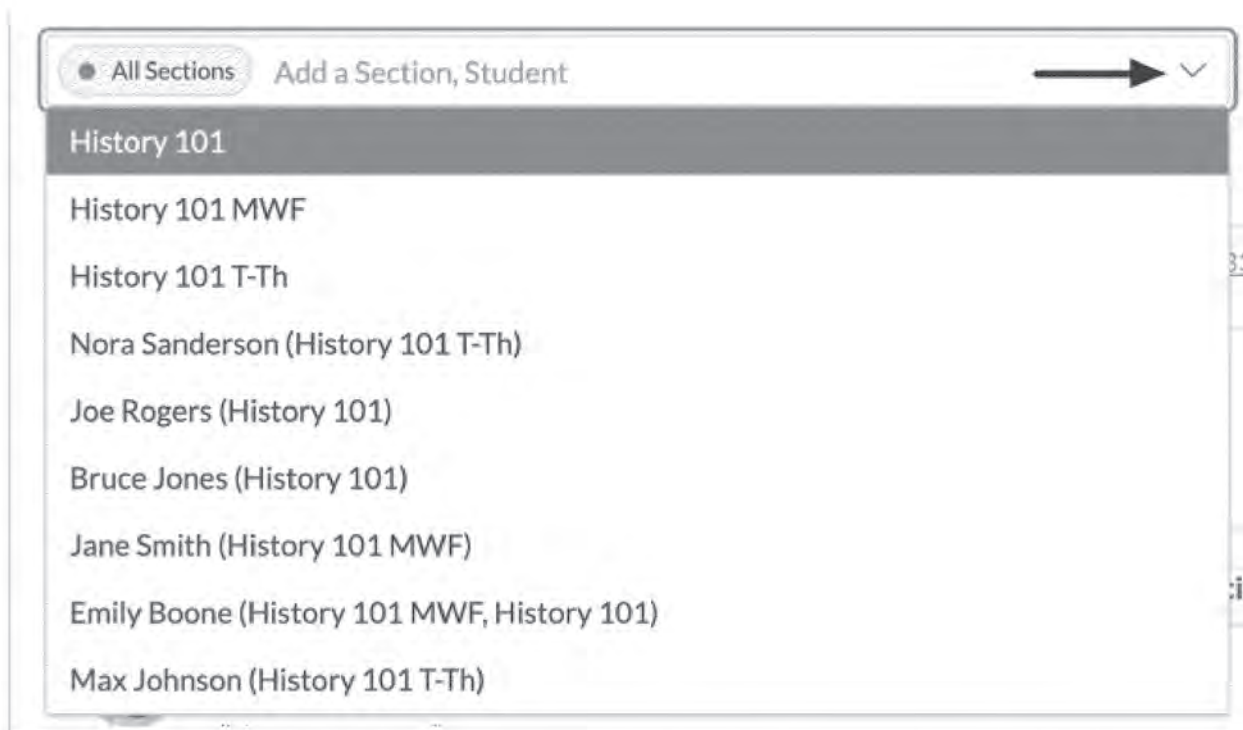
Click the **Chart Options** icon [1] and click the **Data Table** option [2].

Filter Data



Click the **Filter** field [1]. Type the name of a section, student, or assignment [2]. Canvas will populate all matching results.

When the item displays in the menu, click the item name [3].



You can also click the **Filter** field and use the scroll to locate and select a section, student, or assignment.

View Additional Filters

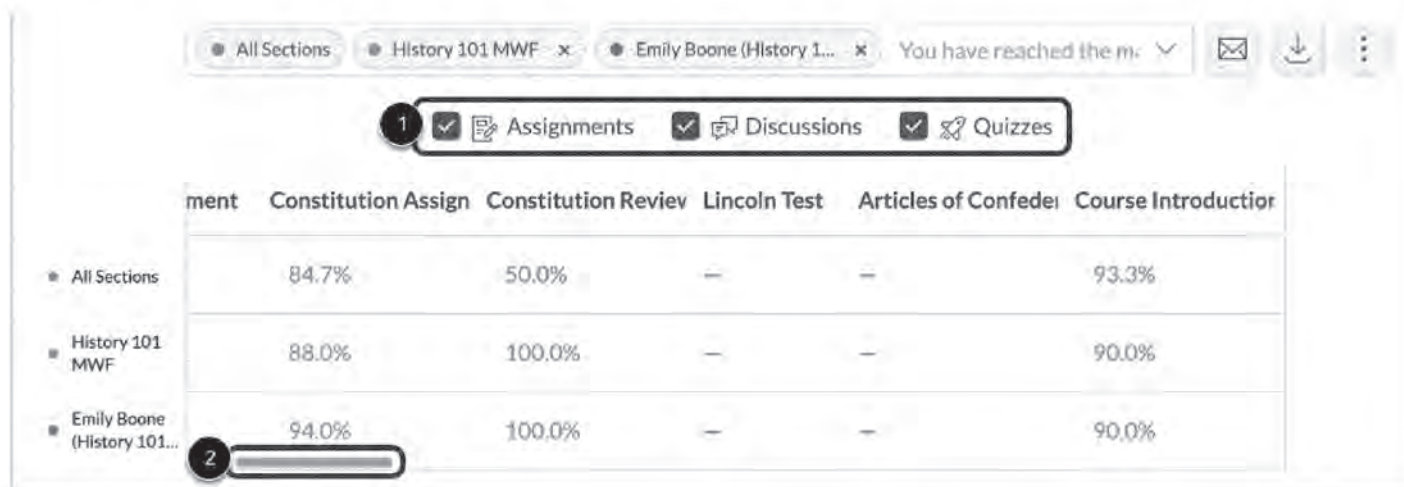
All Sections
History 101 MWF
Emily Boone (History 1...
You have reached the m:

☒ Assignments
 ☒ Discussions
 ☒ Quizzes

	Class Survey	Cloud Assignment	Constitution Assign	Constitution Review	Lincoln Test	Articles of
All Sections	—	82.7%	84.7%	50.0%	—	—
History 101 MWF	—	80.0%	88.0%	100.0%	—	—
Emily Boone (History 101...	—	84.0%	94.0%	100.0%	—	—

To add another filter, locate the additional filter. The Filter field supports up to three filters. The All Sections filter cannot be removed.

Filter by Assignment



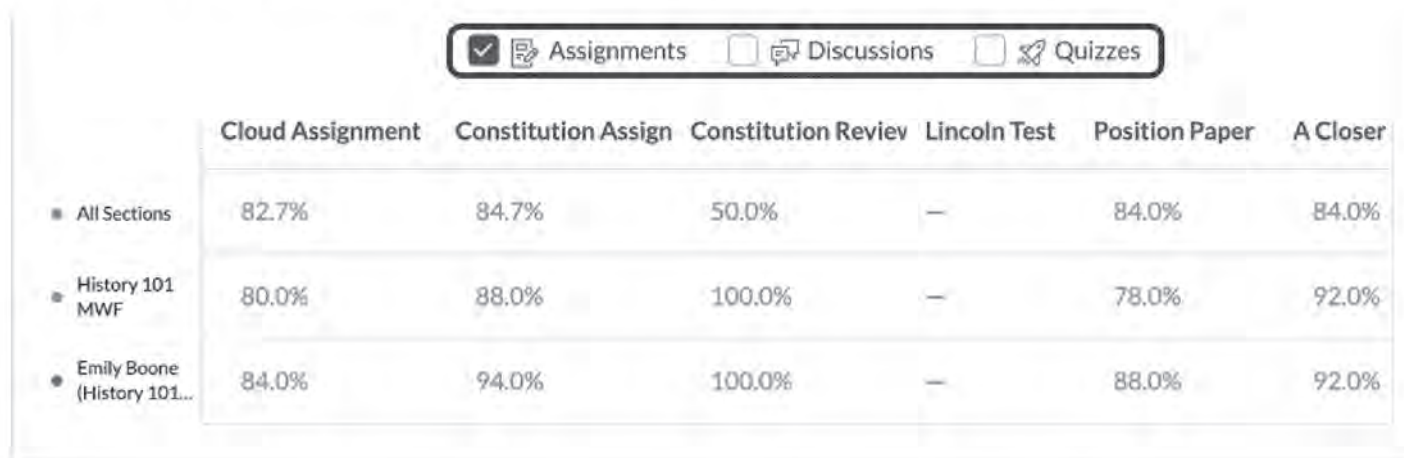
The screenshot shows the Canvas analytics interface. At the top, there are filter tabs: "All Sections", "History 101 MWF", and "Emily Boone (History 101...)". Below these, a filter bar contains three checkboxes: "Assignments" (checked), "Discussions" (checked), and "Quizzes" (checked). A callout box labeled "1" points to the "Assignments" checkbox. Below the filter bar is a table with the following data:

	Constitution Assign	Constitution Review	Lincoln Test	Articles of Confede	Course Introduction
All Sections	84.7%	50.0%	—	—	93.3%
History 101 MWF	88.0%	100.0%	—	—	90.0%
Emily Boone (History 101...)	94.0%	100.0%	—	—	90.0%

A callout box labeled "2" points to the "Emily Boone (History 101...)" row.

By default, analytics selects all assignment types to display within the page [1]. Each assignment in the table displays the results for each selected assignment type.

To view additional assignments within the filtered results, scroll within the table [2].



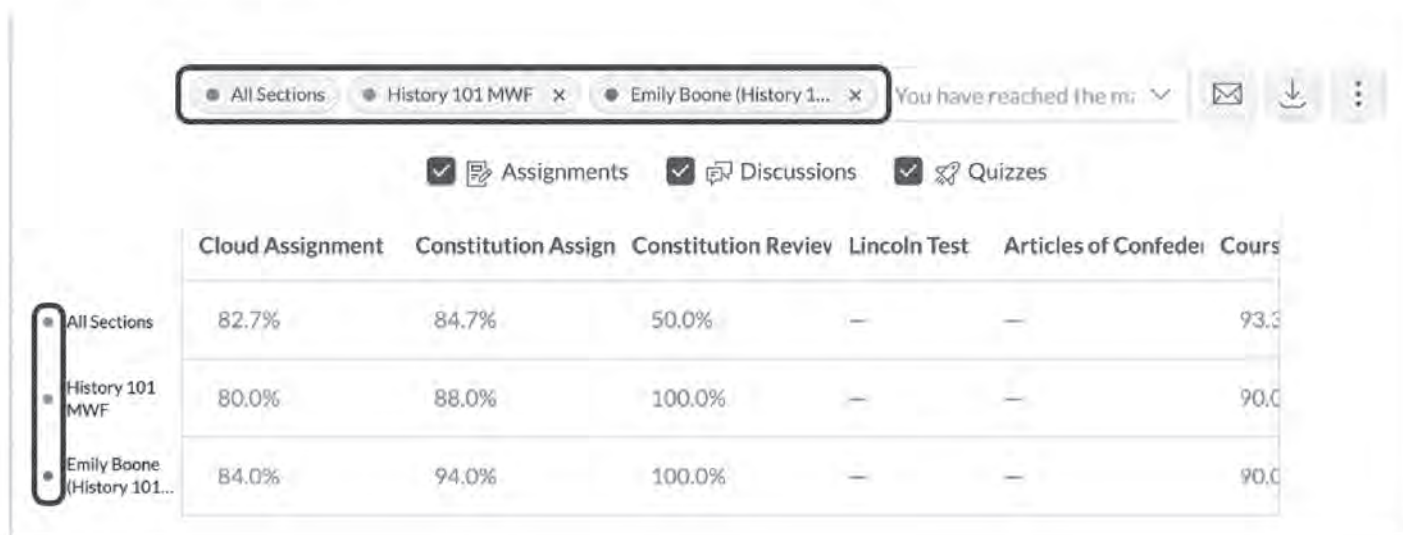
The screenshot shows the Canvas analytics interface with the filter bar updated: "Assignments" (checked), "Discussions" (unchecked), and "Quizzes" (unchecked). Below the filter bar is a table with the following data:

	Cloud Assignment	Constitution Assign	Constitution Review	Lincoln Test	Position Paper	A Closer
All Sections	82.7%	84.7%	50.0%	—	84.0%	84.0%
History 101 MWF	80.0%	88.0%	100.0%	—	78.0%	92.0%
Emily Boone (History 101...)	84.0%	94.0%	100.0%	—	88.0%	92.0%

To filter by assignment type, remove the checkbox next to the assignment type. The table dynamically updates the results based on the assignment type selected or removed in the filter.

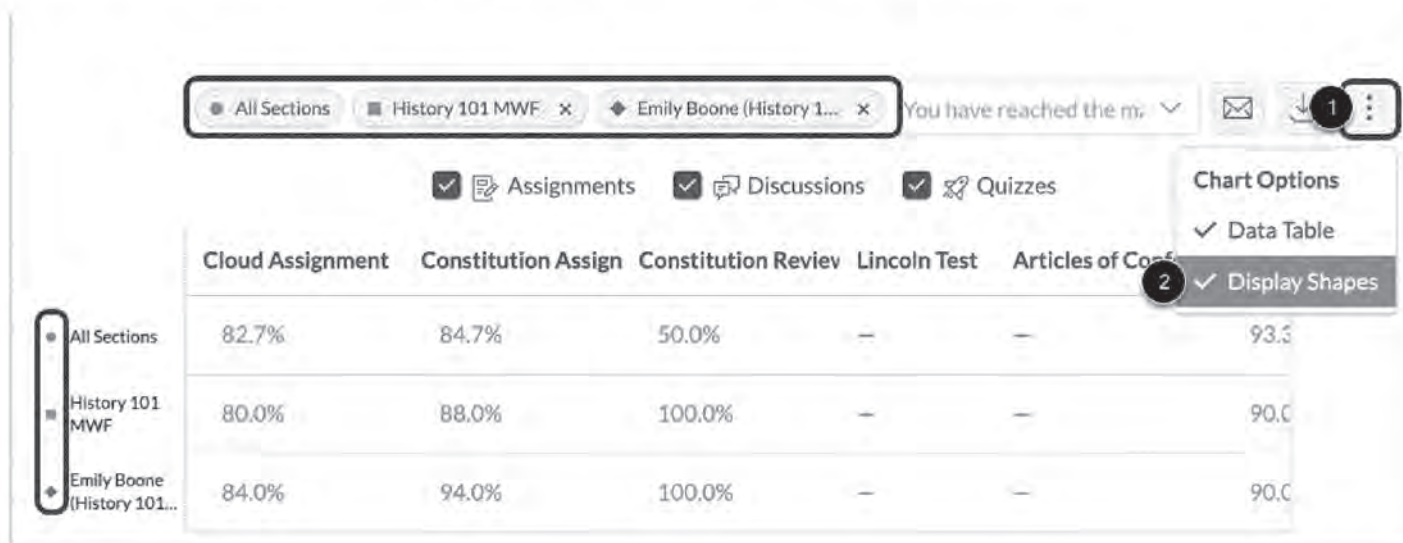
Note: At least one assignment type is required at all times.

View Filtered Results



The added filter displays in the analytics results. Each filter is identified by a specific color.

Each filter and color are displayed on the side of the table. Each filter displays its data on a single row.



When viewing filters, the default shape for each color is a circle, but you can choose to enable shapes for improved contrast by clicking the **Chart Options** icon [1] and selecting the **Display Shapes** option [2].

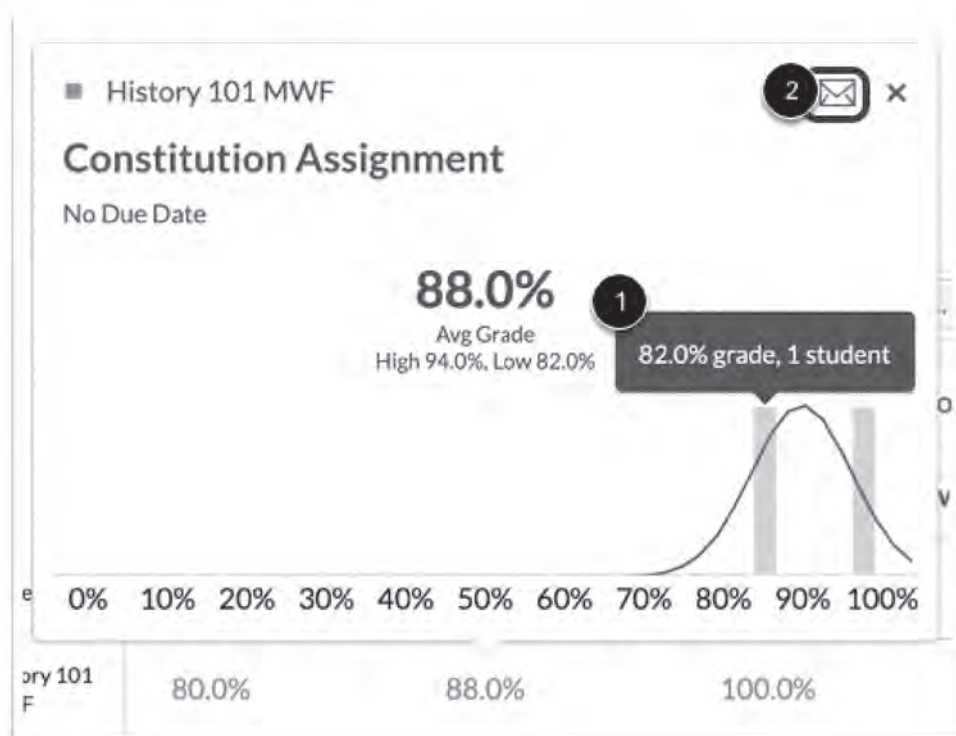


View Data Comparison

	<input checked="" type="checkbox"/> Assignments <input checked="" type="checkbox"/> Discussions <input checked="" type="checkbox"/> Quizzes					
	Cloud Assignment	Constitution Assign	Constitution Review	Lincoln Test	Articles of Confede	Cours
• All Sections	82.7%	84.7%	50.0%	—	—	93.3
■ History 101 MWF	80.0% →	88.0%	100.0%	—	—	90.0
◆ Emily Boone (History 101...	84.0%	94.0%	100.0%	—	—	90.0

To view specific data for a specific result, click the data percentage in the table.

View Section Comparison





In a section comparison, details provide additional metrics for the section name, assignment name, assignment due date, average grade for the assignment, low and high grades by percentage, and number of missing and late submissions. The percentage bar includes a tooltip that displays the number of students who achieved the average grade [1].

To [send a message to all students](#) in the section, click the **Message** icon [2].



When comparing sections, you can also view submissions by status: missing and late. To view the names of students within each status, click the link for the status [1]. The card displays the student information for the submission statuses, including the names and last login date for each student [2].

To message these students specifically, click the **Message** icon [3].

To export the submission status list as a CSV file, click the **Download** link [4].



View Student Comparison

Emily Boone
 Last Access: Oct 11, 3:32 PM MDT
 History 101 MWF, History 101 | Course Grade: 93.7%

Course Introductions
 Due Aug 23, 11:59 PM MDT

90.0%
 Emily Boone's Grade
 Avg: 93.3%

ON TIME
 Submitted Aug 23, 3:46 PM MDT

In a student comparison, details provide additional metrics for the students full name, last access date, overall course grade percentage, assignment name and due date, the students grade for the assignment, and the status of the assignment and submission date.

To [send a message to the individual student](#), click the **Message** icon.

Export Table CSV

● All Sections ■ History 101 MWF ✕ ◆ Emily Boone (History 101 MWF) ✕ You have reached the maximum number of filters

☒ Assignments ☒ Discussions ☒ Quizzes

Download CSV

To export analytics data as a CSV file, click the **Download CSV** button.

CSV data is exported according to the filtered data.



CSV files display a student's full name, sortable name, Canvas user ID, SIS user ID or email (if applicable), overall course grade, the percent that assignments have been on time, the last page view time, the last participation time, and the last time the student logged out.





How do I send a message to all students based on specific course criteria in New Analytics?

When viewing a data comparison card, you can send a message to students whose grades or submissions are among three specific criterion: grades are within a specific percentage range, assignments are missing, or assignments are late. Message recipients are automatically populated based on selected criterion as well as any applied filters.

Selection criteria is applied to student performance on all assignments. Individual student selection is based on student scores and submission status.

Sent messages can be viewed within the Sent folder in the Conversations Inbox. Messages sent to more than one student are sent as individual messages.

If needed, you can also [send a message to an individual student](#).

Notes:

- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- Students cannot view New Analytics.
- In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.



Open Course

Courses

Published Courses

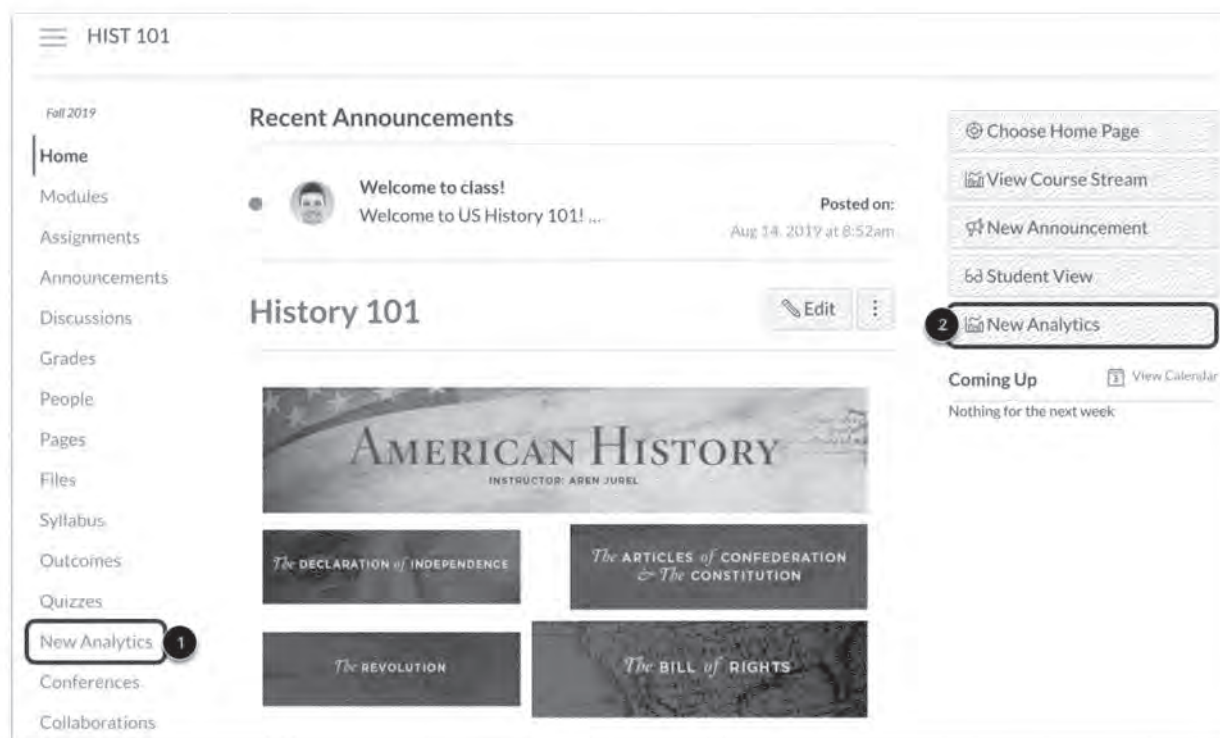
- Basic Written Communications
- Biology 101
- Geography 101-A
- History 101
- Introduction to Oceanography
- Introduction to the Solar System

Unpublished Courses

- New Course

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

Open New Analytics



To open New Analytics, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics



To view course grade analytics, click the **Course Grade** tab.

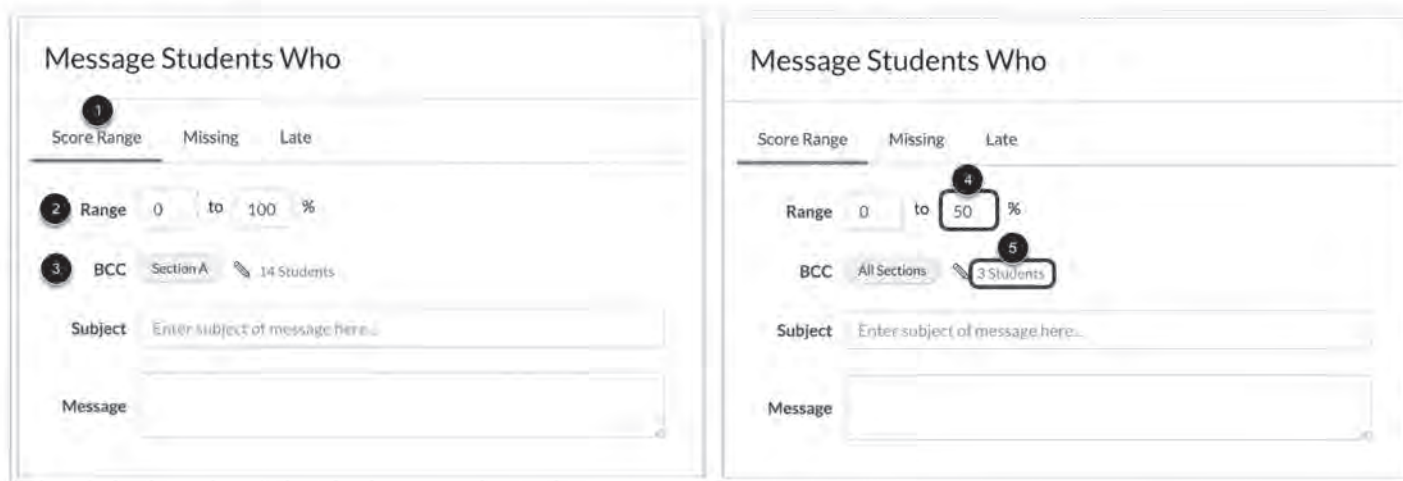
Message Students Who



Message recipients are automatically populated based on selected criterion as well as any applied filters.

If you want to filter analytics for a specific assignment, section, or student, search for and select the intended filter in the **Filter** field [1]. Then click the **Message** icon [2].

Select Criteria



The Message Students Who window defaults to the Score Range criterion [1], which allows you to message students based on a specific current grade percentage range in the course.

The Range field determines the specified percentage range [2], and the BCC field displays the number of students who fall within the specified range [3]. By default, the Range field displays 0 to 100%, so the BCC field includes all students in the course. Additionally, any filters in the analytics page automatically display as an intended recipient for the message. If no filters have been applied, the message displays as being sent to all sections.

To select a new range, enter the minimum and maximum current grade percentage in the percentage fields [4]. The BCC field displays the updated number of students and/or sections who have grade percentages within the specified range [5].



Message Students Who

Score Range

Missing

Late

BCC

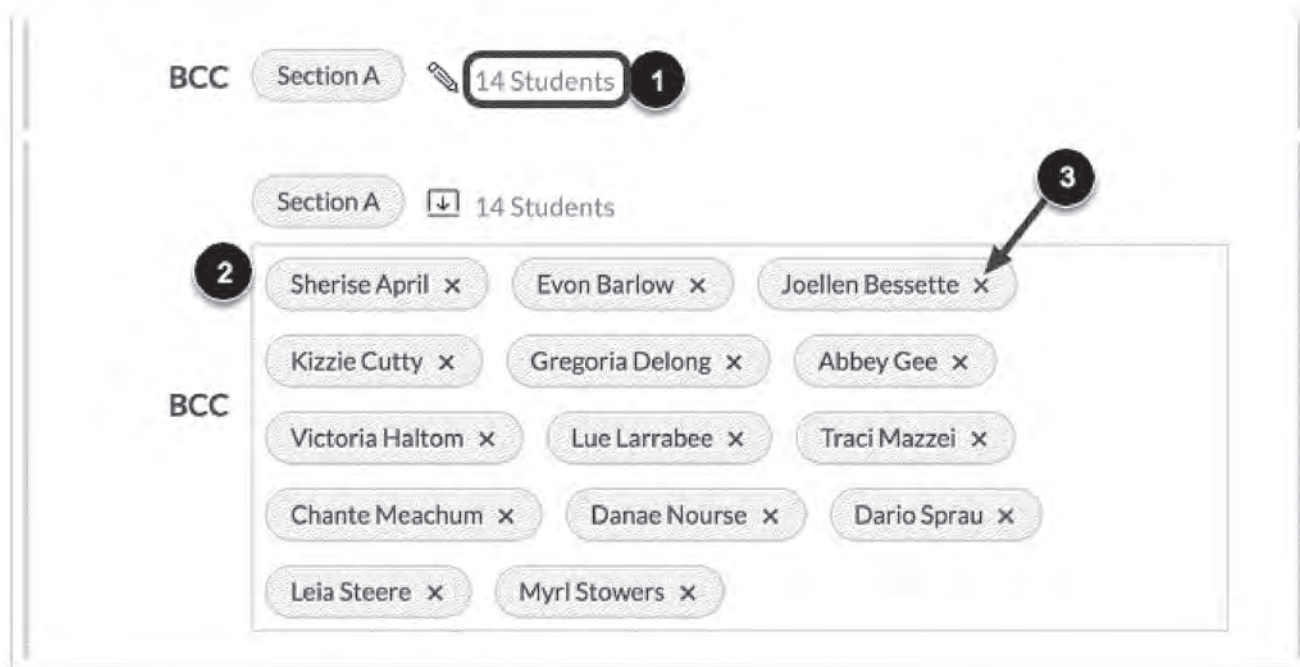
Section A


12 Students


The Missing and Late criteria options do not include any additional criterion. Selected students are based on submission status, and the number of affected students displays in the BCC field. Again, any filters included in the analytics page also display as intended recipients.

Note: When you message students who are missing an assignment, New Analytics only shows students if the assignment due date has already passed.

Verify Recipients









BCC Section A  14 Students **1**




Section A  14 Students




2



BCC

Sherise April  Evon Barlow  Joellen Bessette  **3**

Kizzie Cutty  Gregoria Delong  Abbey Gee 

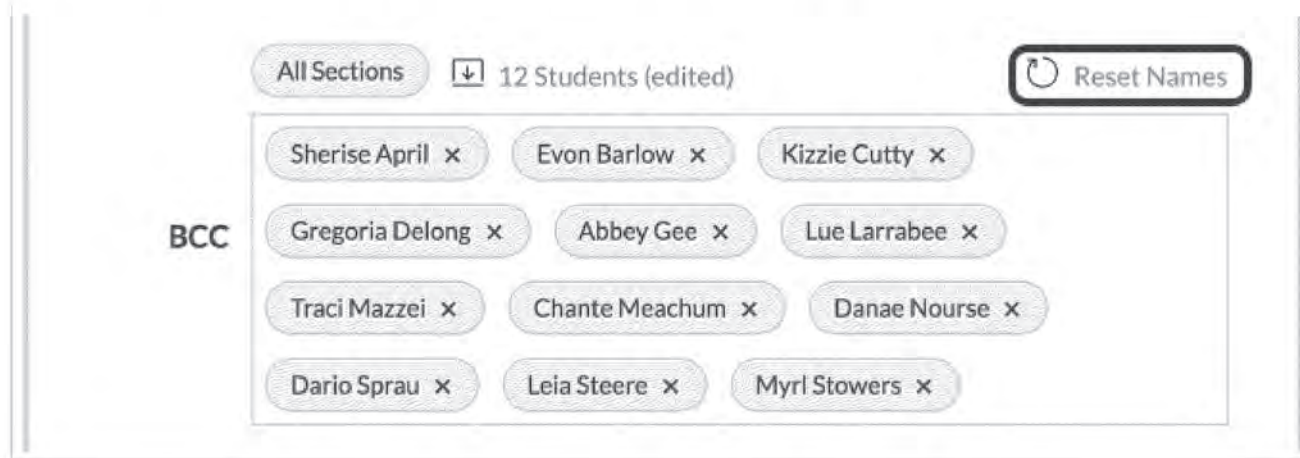
Victoria Haltom  Lue Larrabee  Traci Mazzei 



Chante Meachum  Danae Nourse  Dario Sprau 

Leia Steere  Myrl Stowers 




For any criterion, you can manage the users who will be sent the message, if needed. Click the link that includes the number of students [1], then view the expanded BCC field [2].




To remove a student from the message, click the student's **Remove** icon [3].









All Sections  12 Students (edited)  Reset Names

BCC

Sherise April  Evon Barlow  Kizzie Cutty 

Gregoria Delong  Abbey Gee  Lue Larrabee 

Traci Mazzei  Chante Meachum  Danae Nourse 

Dario Sprau  Leia Steere  Myrl Stowers 



To reset student names back to the originally specified list, click the **Reset Names** link.

Send Message

A screenshot of the "Send Message" dialog box in Canvas. At the top, it says "BCC" followed by a button labeled "Section A" and a pencil icon next to "14 Students". Below this are two numbered fields: "1 Subject" with a text input field containing the placeholder "Enter subject of message here..." and "2 Message" with a larger text area. At the bottom right, there are two buttons: "Close" and "Send". The "Send" button is highlighted with a black circle containing the number "3".

BCC **Section A** 14 Students

1 Subject Enter subject of message here...

2 Message

Close Send **3**

In the **Subject** field [1], enter a subject for your message.

In the **Message** field [2], enter the description of your message.

Click the **Send** button [3].



How do I send a message to an individual student in New Analytics?

When comparing the course average to an individual student, you can send a message to the student in the analytics page.

You can also view a student comparison card and send a message to the student directly from the card at any time.

Sent messages can be viewed within the Sent folder in the Conversations Inbox.

Notes:

- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.

Open Course

Account

Dashboard

Courses 1

Groups

Calendar

Courses

Published Courses

Basic Written Communications

Biology 101

Geography 101-A

History 101 2

Introduction to Oceanography

Introduction to the Solar System

Unpublished Courses

New Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

Open New Analytics

To open New Analytics, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Course Grade Analytics



Click the the **Course Grade** tab.

Message Students Who

In the **Filter** field [1], search for and select the name of the intended student. Then click the **Message** icon [2].

Send Message

In the **Subject** field [1], enter a subject for your message.

In the **Message** field [2], enter the description of your message.

Click the **Send** button [3].



How do I view weekly online activity analytics in an interactive chart graph in New Analytics?

New Analytics allows you to track weekly online activity in your course using an interactive chart graph. Data is for viewing only and cannot directly be changed. You can view analytics in both active and concluded courses.

Weekly online activity is comprised of page views and participations. Average page views is the average approximation of student activity across the course and can be used to identify trends in the course. Participation analytics are defined by specific actions a student takes in the course. Page views and participation metrics include an aggregate across all devices, including Canvas mobile apps.

Only active and completed student enrollments are included in data for New Analytics. Deleted or inactive user enrollments will not generate data.

By default, the analytics page displays an interactive chart graph of all data. However, you can switch and [view data within a table](#) at any time.

Notes:

- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.



Open Course

Courses

Published Courses

- Basic Written Communications
- Biology 101
- Geography 101-A
- History 101
- Introduction to Oceanography
- Introduction to the Solar System

Unpublished Courses

- New Course

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



Open New Analytics

To open New Analytics, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

View Weekly Online Activity

Click the **Weekly Online Activity** tab.





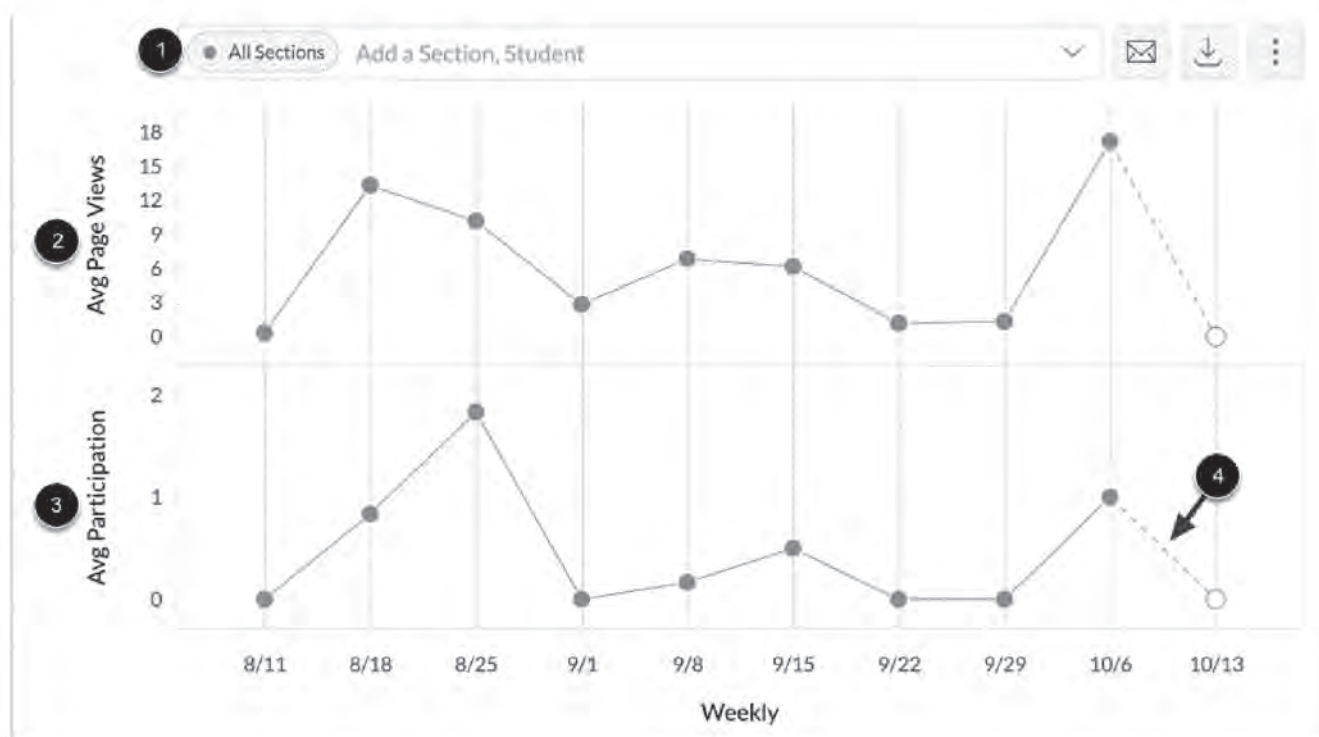
View Data Status



For reporting accuracy, the page displays the last time analytics data was last updated. Data is refreshed in New Analytics every 24 hours.

Note: If the course has been concluded, the analytics page includes a Concluded label above the Data Last Updated date.

View Course Data



The analytics page is dynamic based on filtered content. By default, all sections are displayed and cannot be removed [1].



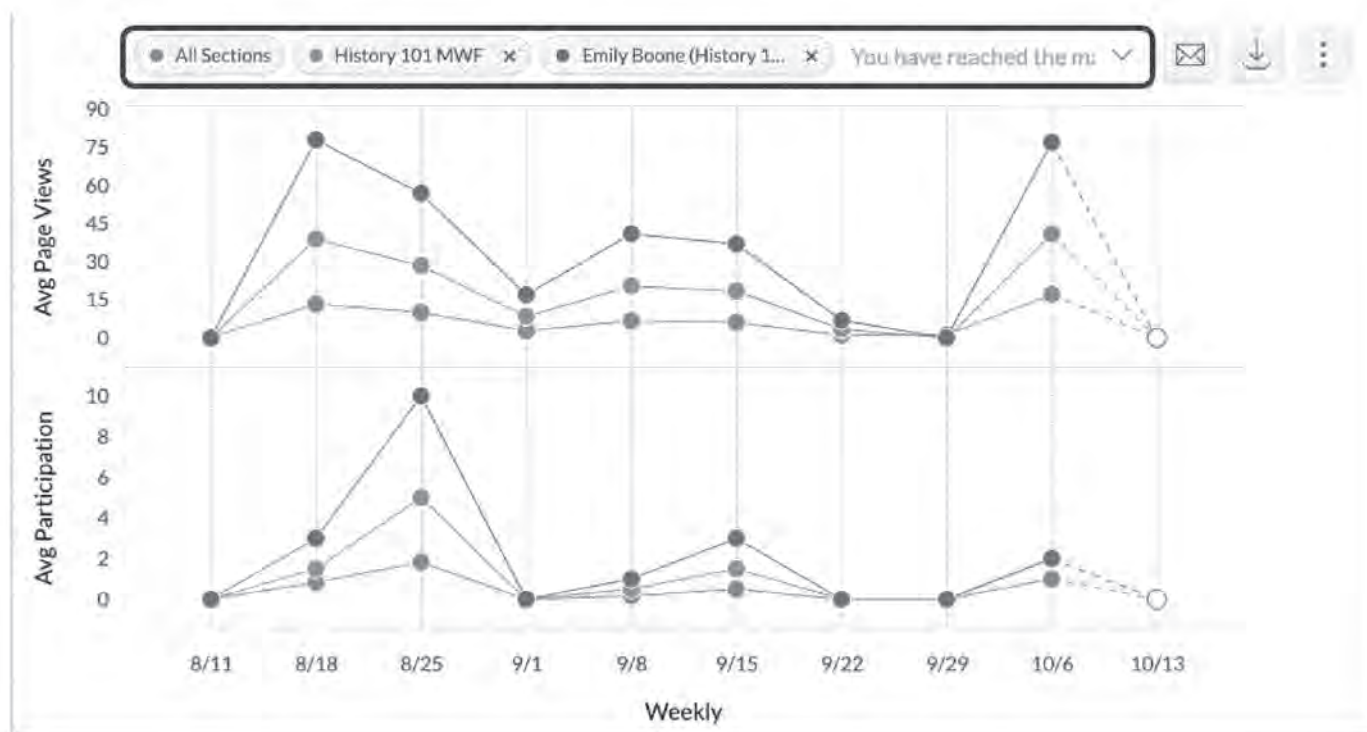
Filtered data is displayed as a chart with two rows: average page views [2] and average participations [3]. The following actions will generate participations:

- Announcements: posts a new comment to an announcement
- Assignments: submits an assignment
- Collaborations: loads a collaboration to view/edit a document
- Conferences: joins a web conference
- Discussions: posts a new comment to a discussion
- Pages: creates a page
- Quizzes: submits a quiz
- Quizzes: starts taking a quiz

Data for the week that is currently in progress is indicated by a dotted line [4].

Note: The definition of participation is based on [federal guidelines related to student attendance](#) as applicable to online courses. Please note that because communication between students and teachers often happens outside of the LMS, it is not included as a participation metric. However, as part of the Course Analytics offering, a history of inbox messages sent between students and instructors is included so that it can be viewed alongside participation metrics.

Compare Course Data





For analytical comparisons, you can [compare graph data by filtering a section or student](#).

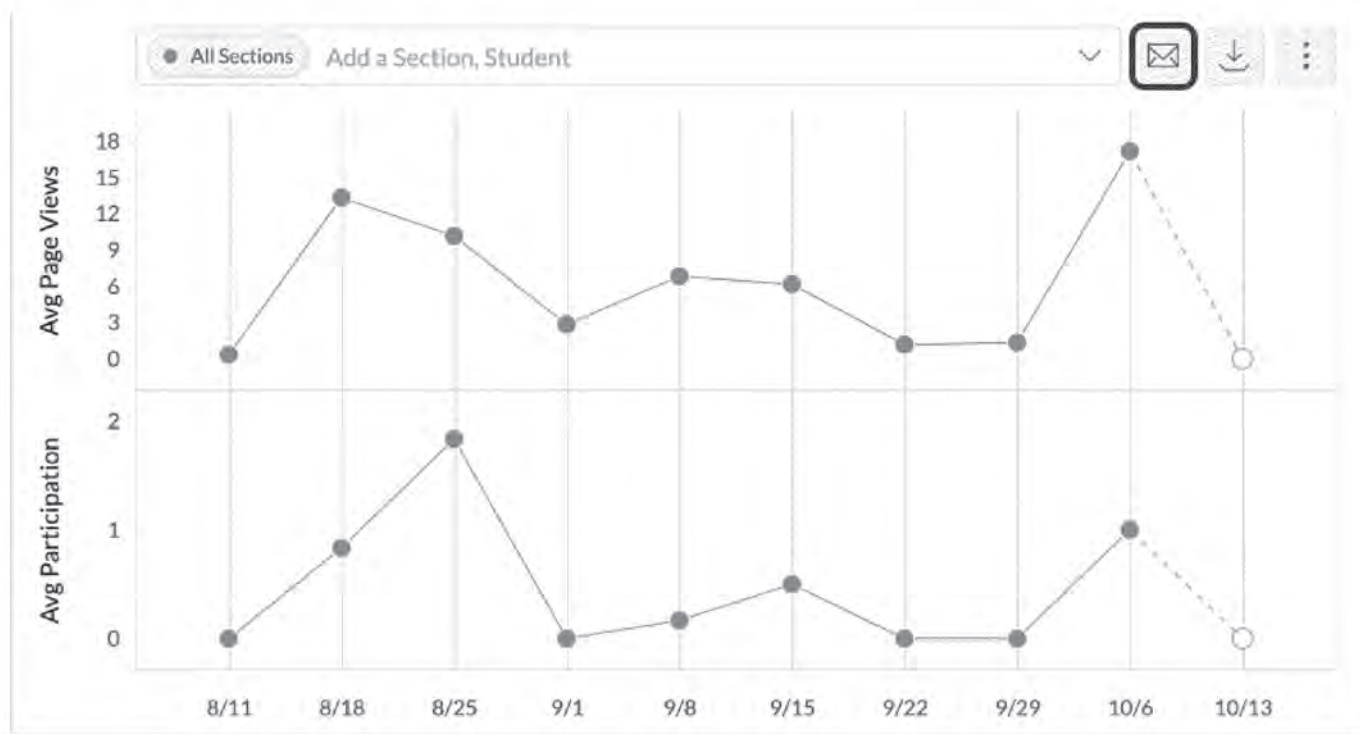
View Resources Table

August 11–October 20			
Resources			
1 Resource	2 Students +	3 Page Views	4 Participations
Course Home	5	78	0
btn-2.jpg	3	23	0
btn-1.jpg	3	23	0
Course Assignments	3	31	0
btn-4.jpg	3	23	0
am-header.jpg	3	23	0

You can also view the amount of page views and participations for a specific resource in the course.

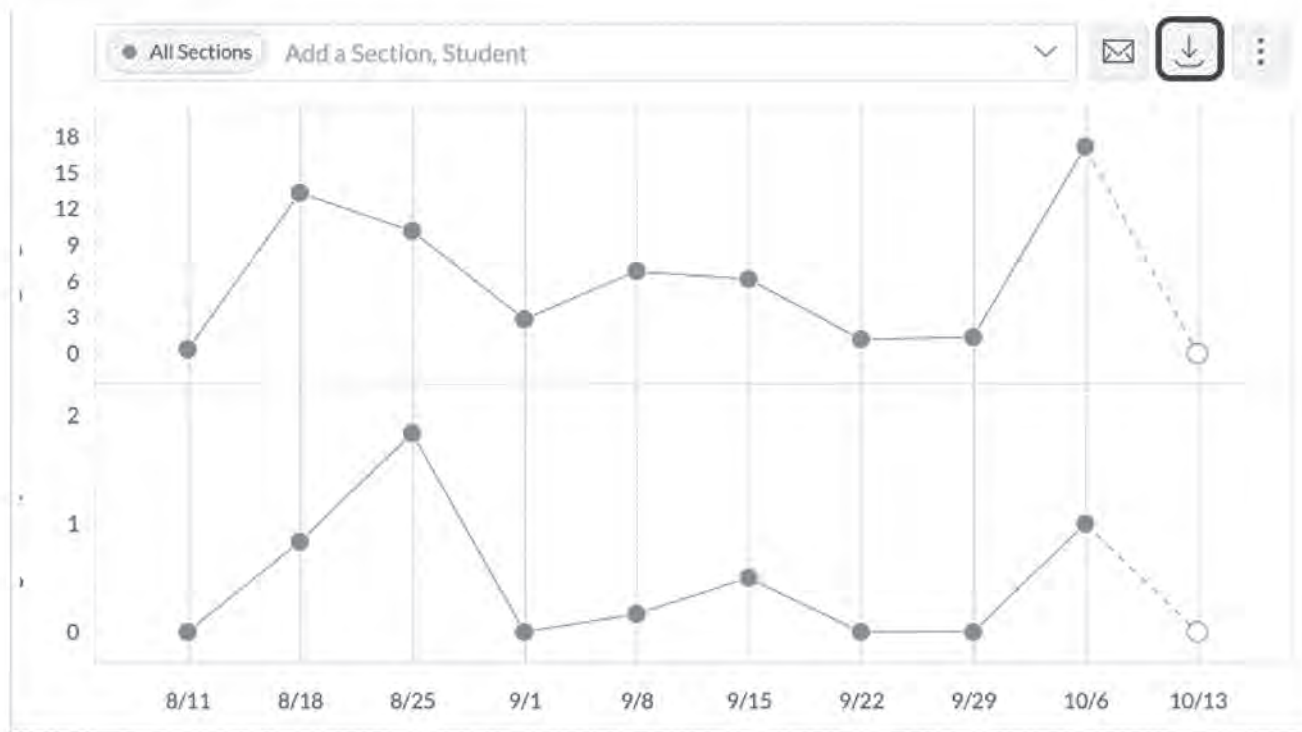
On the Resources tab, you can view the resource name [1], the number of students who accessed the page [2], the number of views for the page [3], and the number of participations for the page [4].

Message Students Who



To [send a message to students](#) who did or did not view or participate with a specified resource, click the **Message** button.

Export Table CSV



To export analytics data as a CSV zip file, click the **Download CSV** button.

CSV data is exported according to the filtered data.

The downloaded zip file includes CSV files for chart data, student table data, and resources table data.

CSV files may display a student's full name, sortable name, week start, filters, average and total page views, average and total participations, and the resource.



How do I view weekly online activity analytics in a data table in New Analytics?

By default, the analytics page displays an [interactive analytics chart graph](#) of all weekly online activity. However, you can choose to view analytics data as a table. Data is for viewing only and cannot directly be changed. You can view analytics in both active and concluded courses.

New Analytics allows you to view the average number of page views and participations per week in your course. The average page views is the average approximation of student activity across the course. Participation analytics are defined by specific actions a student takes in the course and can be used to identify trends in the course. Page views and participation metrics include an aggregate across all devices, including Canvas mobile apps.

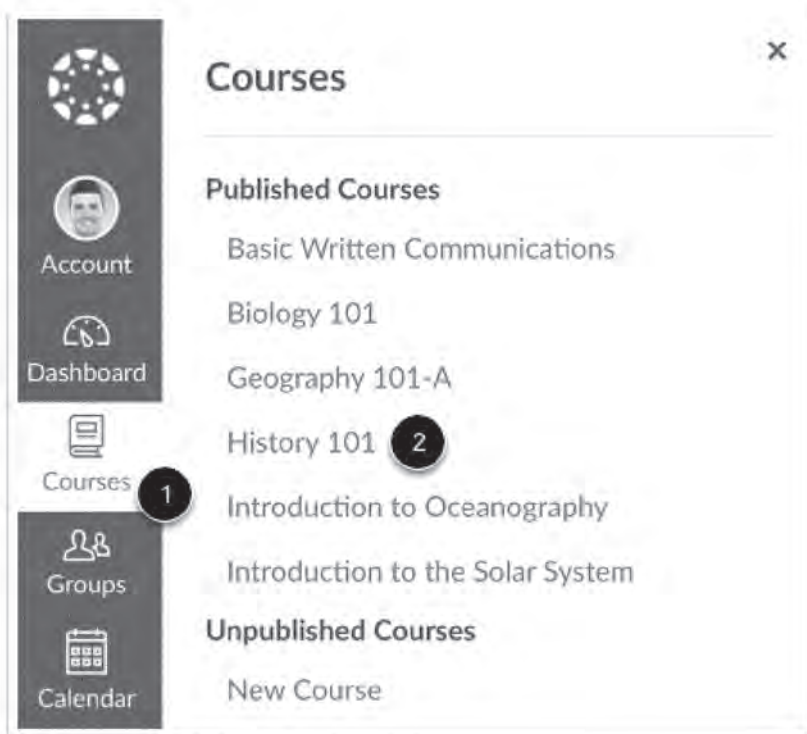
Only active and completed student enrollments are included in data for New Analytics. Deleted or inactive user enrollments will not generate data.

Notes:

- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.

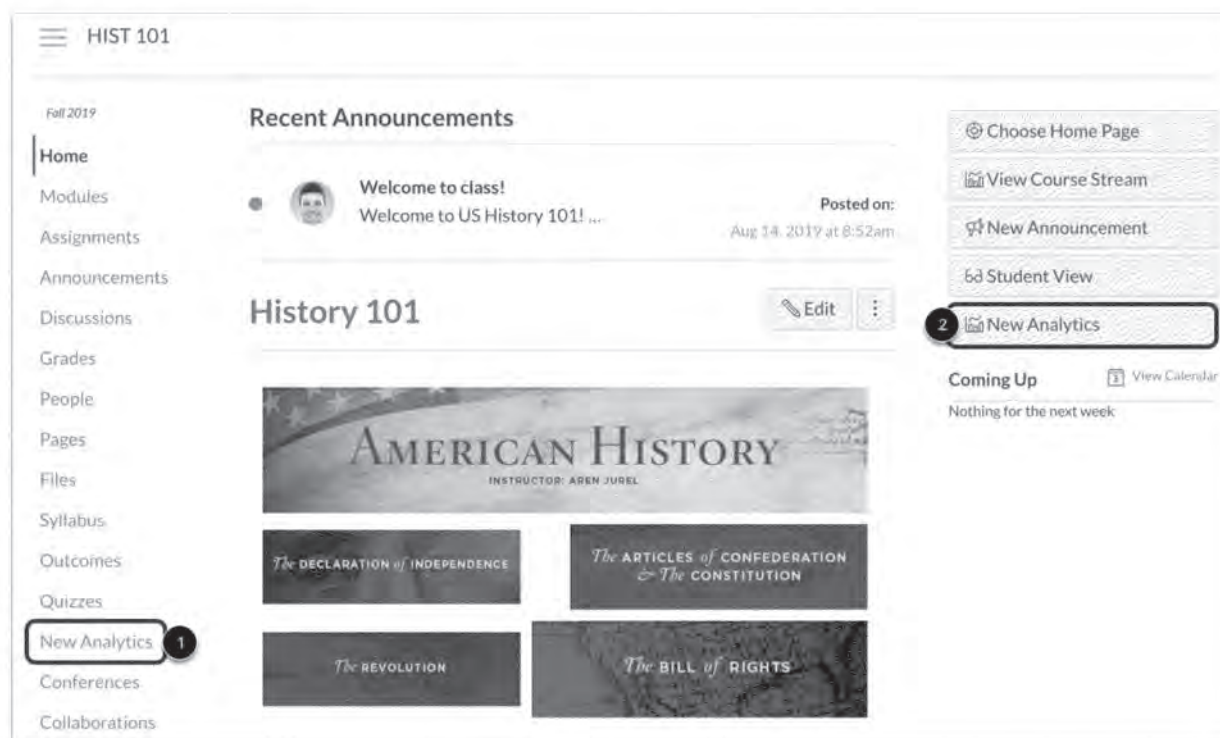


Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

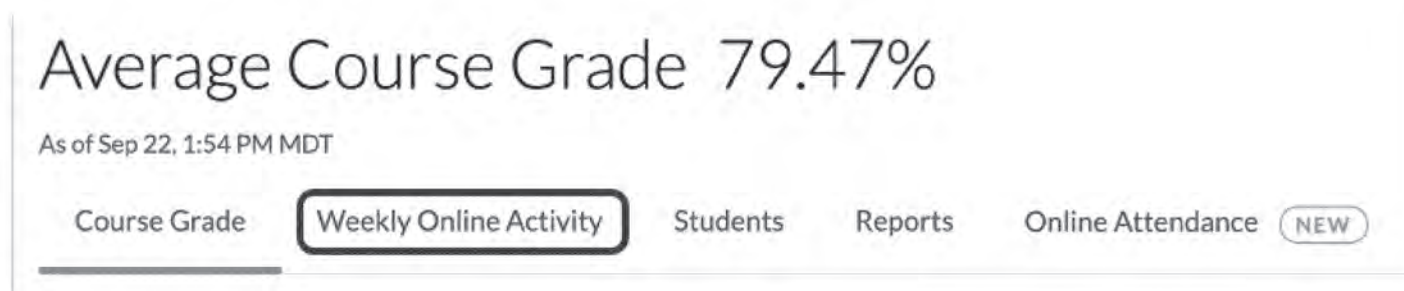
Open New Analytics



To open New Analytics, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

View Weekly Online Activity



Click the **Weekly Online Activity** tab.



View Data Status



For reporting accuracy, the page displays the last time analytics data was last updated. Data is refreshed in New Analytics every 24 hours.

Note: If the course has been concluded, the analytics page includes a Concluded label above the Data Last Updated date.

View Data Table



Click the **Chart Options** icon [1] and click the **Data Table** option [2].

View Filter Tabs

1	All Sections Add a Section, Student	v	✉	↓	⋮
2	8/18-8/24	8/25-8/31	9/1-9/7	9/8-9/14	9/15-9/24
All Sections	Page Views: 13.333 Participation: 0.833	3 Page Views: 10.167 4 Participation: 1.833	Page Views: 2.833 Participation: 0	Page Views: 6.833 Participation: 0.167	Page Views: 0.167 Participation: 0

The analytics page is dynamic based on filtered content. By default, all sections are displayed and cannot be removed [1].

Filtered data is displayed as a chart with a single row for each filter, including the date range [2], average number of page views [3], and the average number of participations [4].



Compare Course Data

All Sections	History 101 MWF	Emily Boone (History 101...)	You have reached the maximum number of filters	✉	↓	⋮
All Sections	8/18-8/24	8/25-8/31	9/1-9/7	9/8-9/14	9/15-9/24	
History 101 MWF	Page Views: 39 Participation: 1.5	Page Views: 28.5 Participation: 5	Page Views: 8.5 Participation: 0	Page Views: 20.5 Participation: 0.5	Page Views: 0.5 Participation: 0	
Emily Boone (History 101...)	Page Views: 78 Participation: 3	Page Views: 57 Participation: 10	Page Views: 17 Participation: 0	Page Views: 41 Participation: 1	Page Views: 0.167 Participation: 0	

For analytical comparisons, you can [compare table data by filtering a section or student](#).



View Student Table

August 11–October 20			
Students		Resources	
1 Student ▾		3 Page Views	4 Participations
 Emily Boone ← 2 <small>emily.boone.canvas@gmail.com</small>		314	19
 Max Johnson <small>max.johnson.canvas@gmail.com</small>		21	4

Below the chart, you can also view the specific students that are part of each filter.

For each student, the table displays the following data:

- Students [1]: the list of students in the course sorted by last name. Click the student's name to [view analytics for the student](#) [2].
- Page Views [3]: the student's total number of page views in the course.
- Participations [4]: the student's total number of participations in the course.





View Additional Students

	Anjanette Scranton student36@analytics-instkarn.edu	116	2
	Miguelina Spiker student24@analytics-instkarn.edu	199	12
<div> <div>1</div> <div>2</div> <div>3</div> </div>			

By default, the students table displays twenty students at a time. If your course includes additional students, you can view additional pages in the pagination bar [2].

Sort Student Data

August 11–October 20			
Students		Resources	
Student ▾		Page Views	Participations
 Jane Smith jane.smith.canvas@gmail.com		5	2
 Nora Sanderson nora.sanderson.canvas@gmail.com		0	0

By default, the table sorts by last name, first name. However, you can sort the student column in ascending or descending order by clicking the heading name. The sorted column is indicated by the sort arrow.



View Resources Tab

August 11–October 20

Students **1**
Resources

Resource 2	3 Students	4 Page Views	5 Participations
Course Home	5	78	0
btn-2.jpg	3	23	0
btn-1.jpg	3	23	0
Course Assignments	3	31	0

You can also view the amount of page views and participations for specific resources in the course. Click the **Resources** tab [1].

On the Resources tab, you can view the resource name [2], the number of students who accessed the page [3], the number of views for the page [4], and the number of participations for the resource [5].

Message Students Who

84.48% Average Grade

All Sections Add a Section, Student

	8/18–8/24	8/25–8/31	9/1–9/7	9/8–9/14	9/15–9/21
All Sections Page Views: 13.333 Participation: 0.833	Page Views: 10.167 Participation: 1.833	Page Views: 2.833 Participation: 0	Page Views: 6.833 Participation: 0.167	Page Views: 0.167 Participation: 0	

To [send a message to students](#) who did or did not view or participate with a specific resource, click the **Message** icon.

CSV files may display a student's full name, sortable name, week start, filters, average and total page views, average and total participations, and the resource URL path.



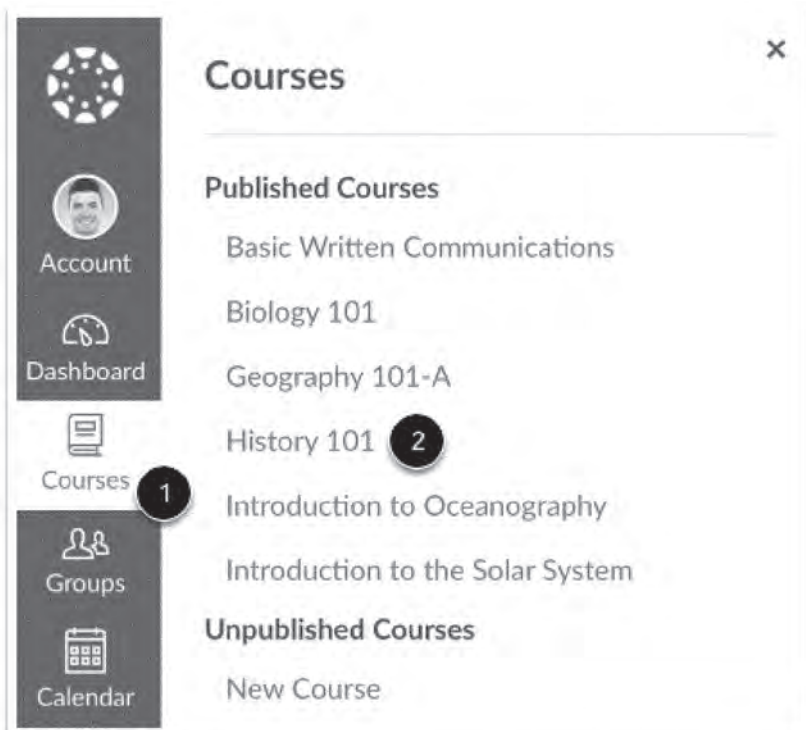
How do I compare the weekly online activity chart graph with a section or student filter in New Analytics?

As part of viewing weekly online activity, you can use filters to compare section and student results with the course average.

Notes:

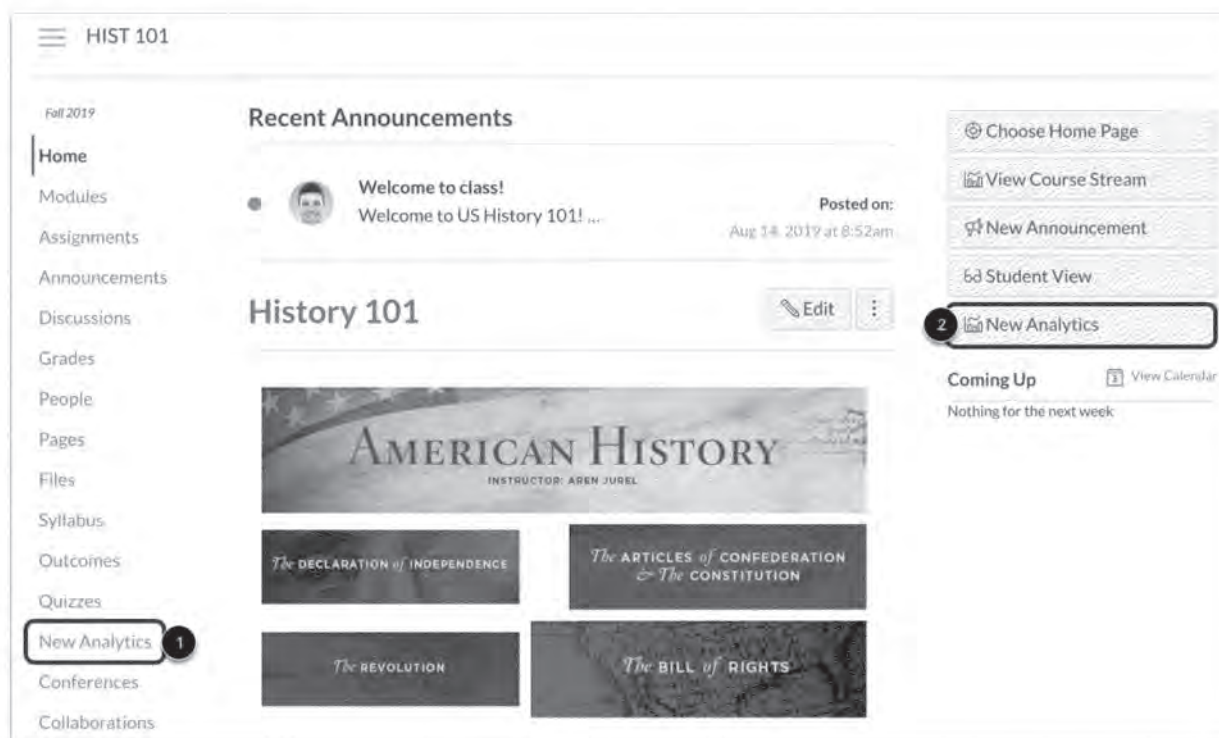
- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.

Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].

Open New Analytics



To open New Analytics, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

View Weekly Online Activity



Click the **Weekly Online Activity** tab.

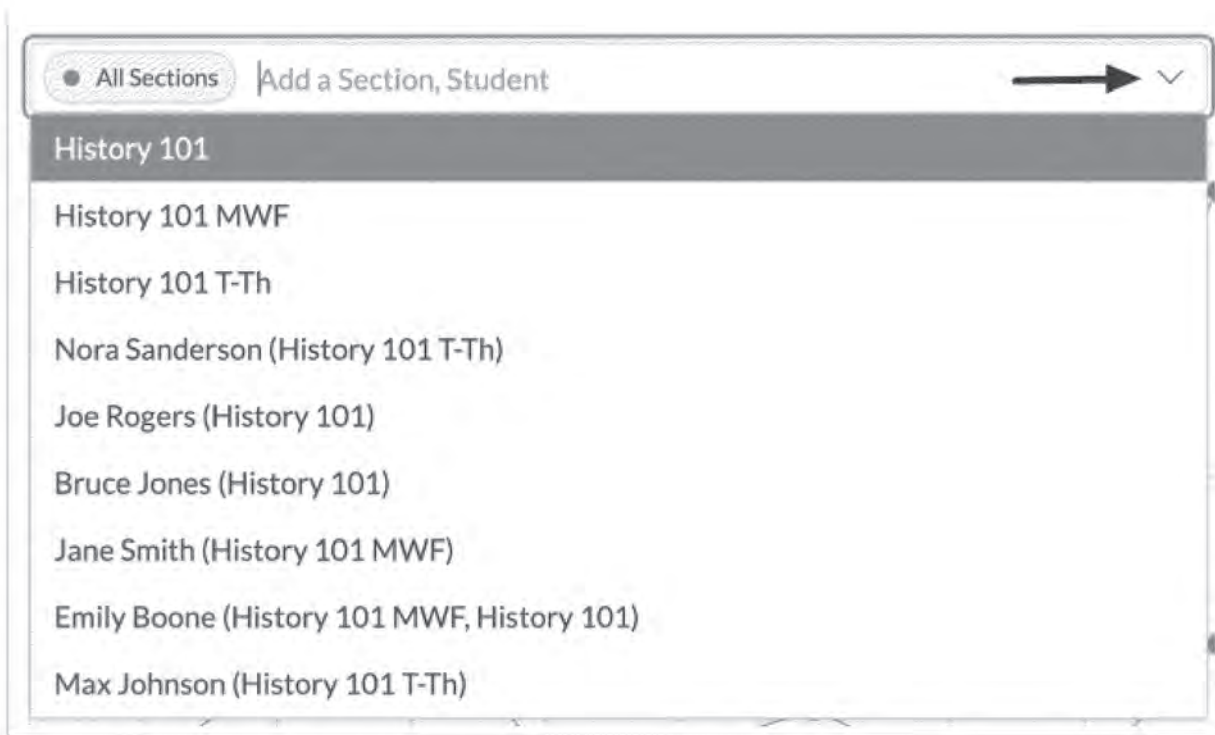


Filter Data

The screenshot shows the 'Filter Data' interface in Canvas. It consists of two dropdown menus. The first menu is labeled 'All Sections' and 'Add a Section, Student'. A circular callout '1' points to the dropdown arrow. The second menu is labeled 'All Sections' and 'history'. A circular callout '2' points to the dropdown arrow. The second menu is open, showing a list of items: 'History 101' (highlighted with a circular callout '3' pointing to it), 'History 101 MWF', and 'History 101 T-Th'.

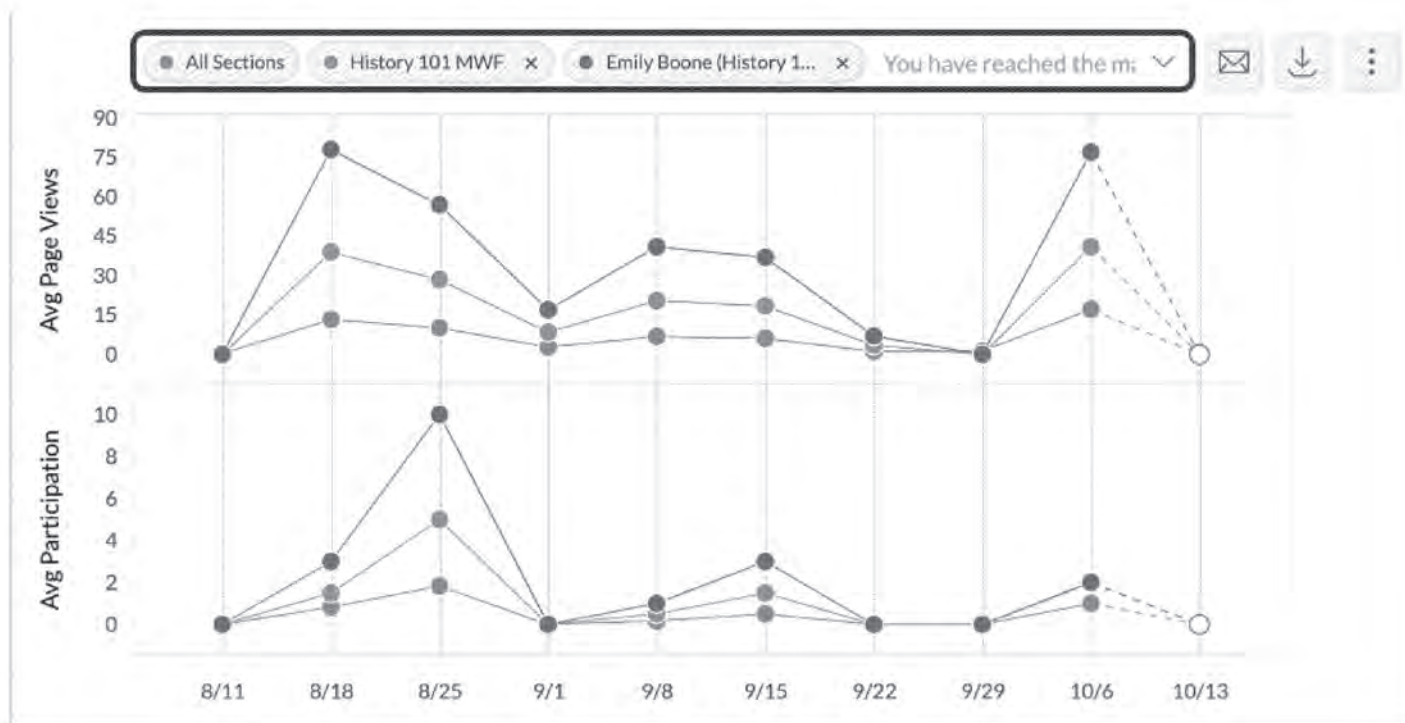
Click the **Filter** field [1]. Type the name of a section or student [2]. Canvas will populate all matching results.

When the item displays in the menu, click the item name [3].



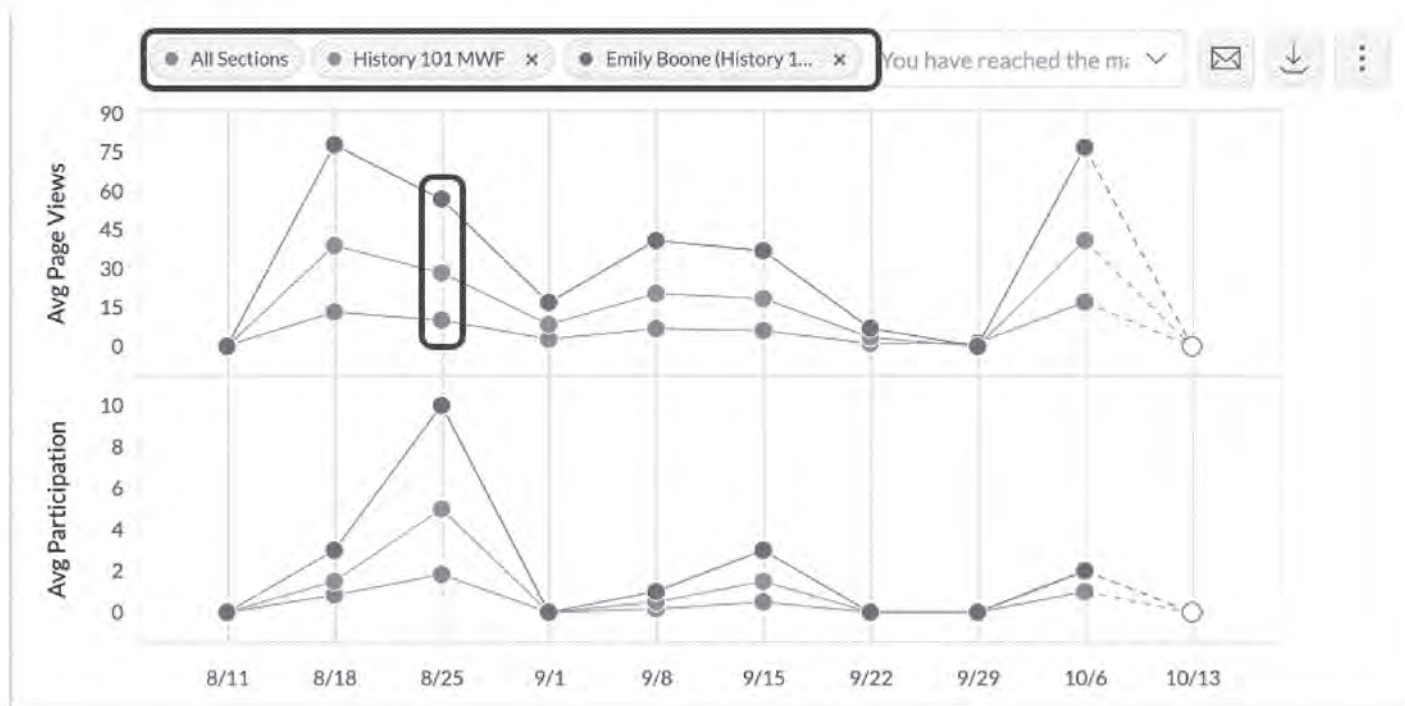
You can also click the **Filter** field and scroll to locate and select a section or student.

View Additional Filters

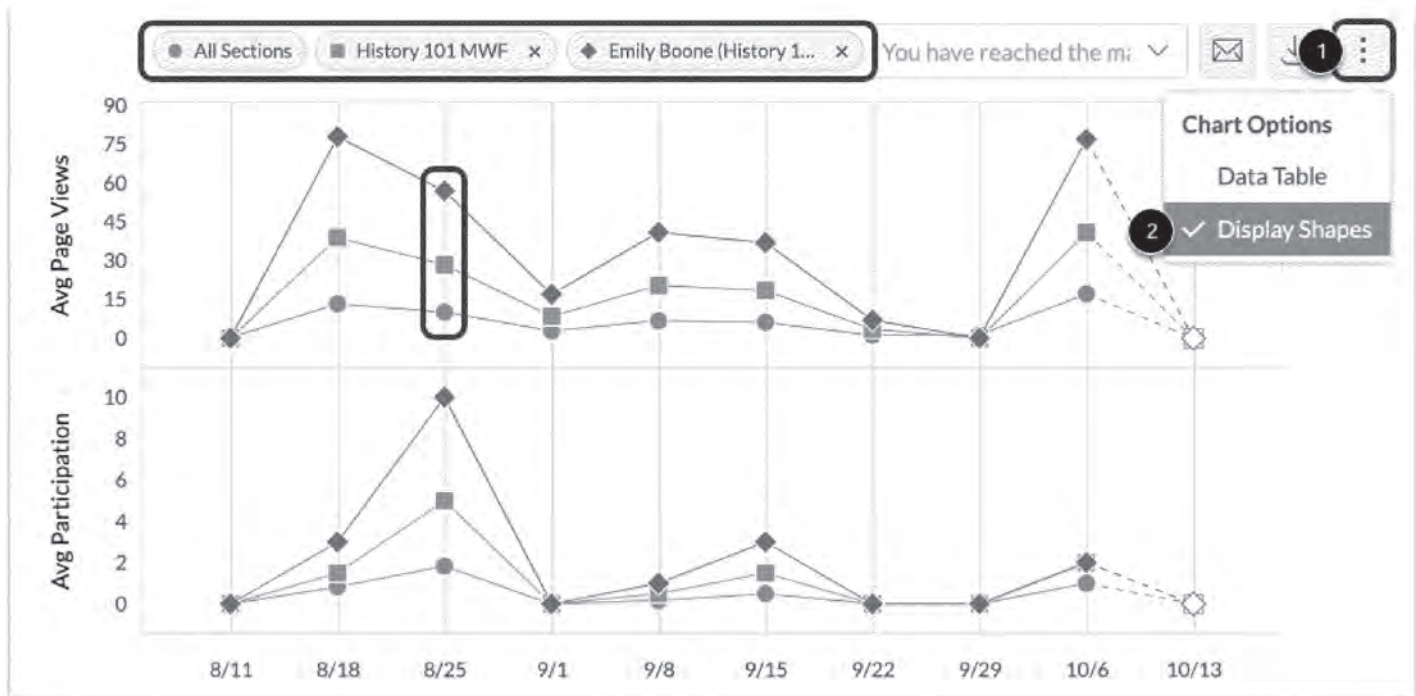


To add another filter, locate the additional filter. The Filter field supports up to three filters. The All Sections filter cannot be removed.

View Filtered Results



The added filter displays in the analytics results. Each filter is identified by a specific color and displays as a data point within the table.



When viewing filters, the default shape for each color is a circle, but you can choose to enable shapes for improved contrast by clicking the **Chart Options** icon [1] and selecting the **Display Shapes** option [2].

View Data Comparison

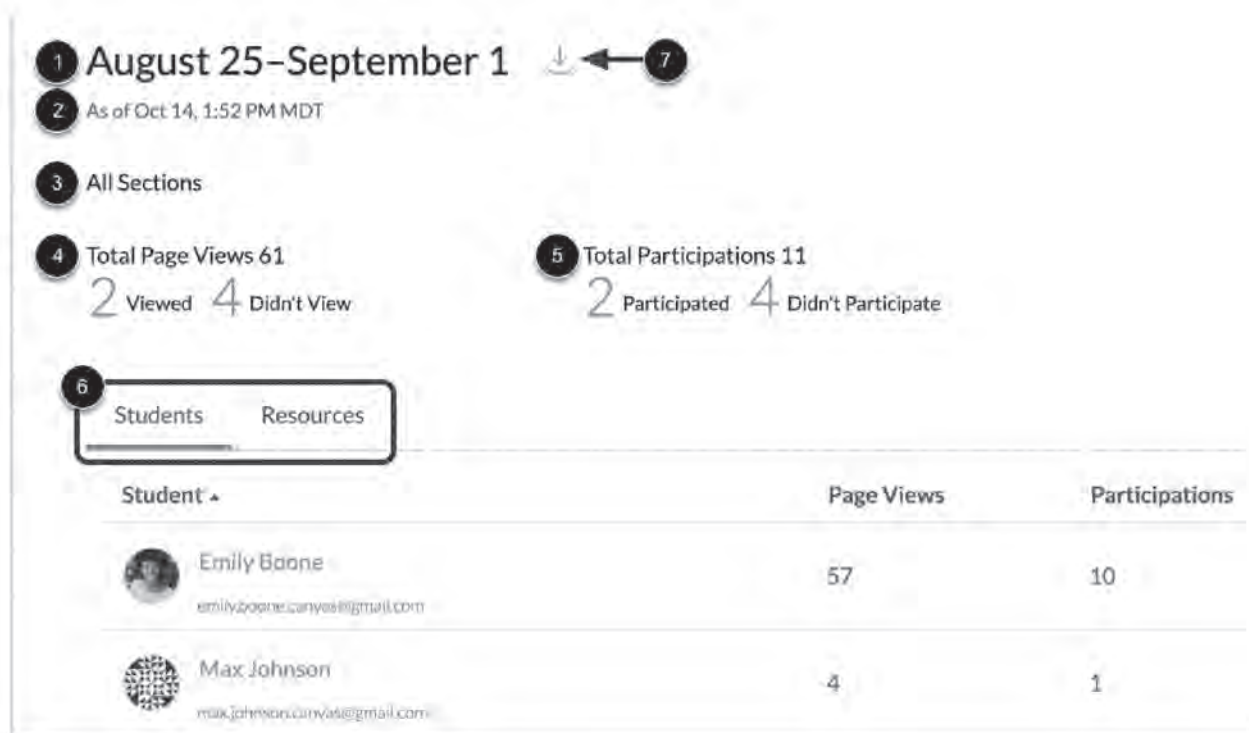




To view a summary for a specific result, hover over a data point in the graph.

To view data for a specific result, click the data point in the graph.

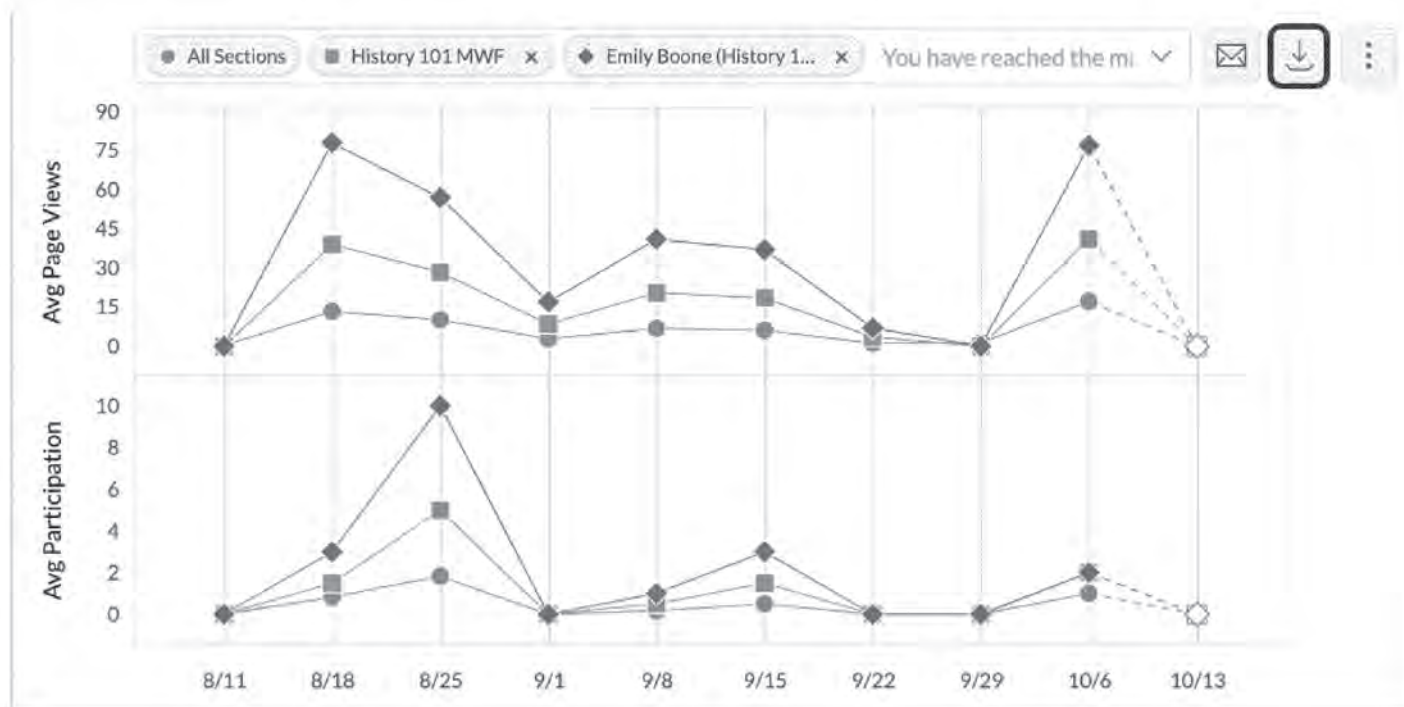
View Data Tray



In the data tray, you can view expanded details for the data point, including the date range [1], the last time analytics were updated [2], the current filter view [3], total page views [4], total participations [5], and the student and resources tables [6].

To download a CSV of the data, click the **Download CSV** link [7].

Export Table CSV



To export analytics data as a CSV zip file, click the **Download CSV** button.

CSV data is exported according to the filtered data.

The downloaded zip file includes CSV files for chart data, student table data, and resources table data.

CSV files may display a student's full name, sortable name, week start, filters, average and total page views, average and total participations, and the resource URL path.



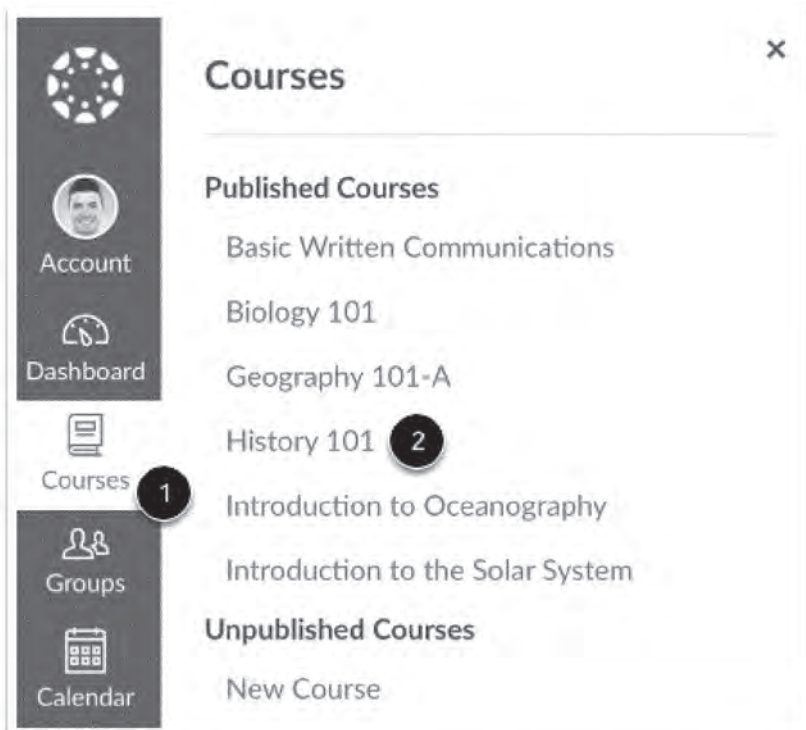
How do I compare the weekly online activity data table with a section or student filter in New Analytics?

As part of [viewing weekly online activity in a data table](#), you can use filters to compare section and student results with the course average.

Notes:

- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.

Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



Open New Analytics

To open New Analytics, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

View Weekly Online Activity

Click the **Weekly Online Activity** tab.



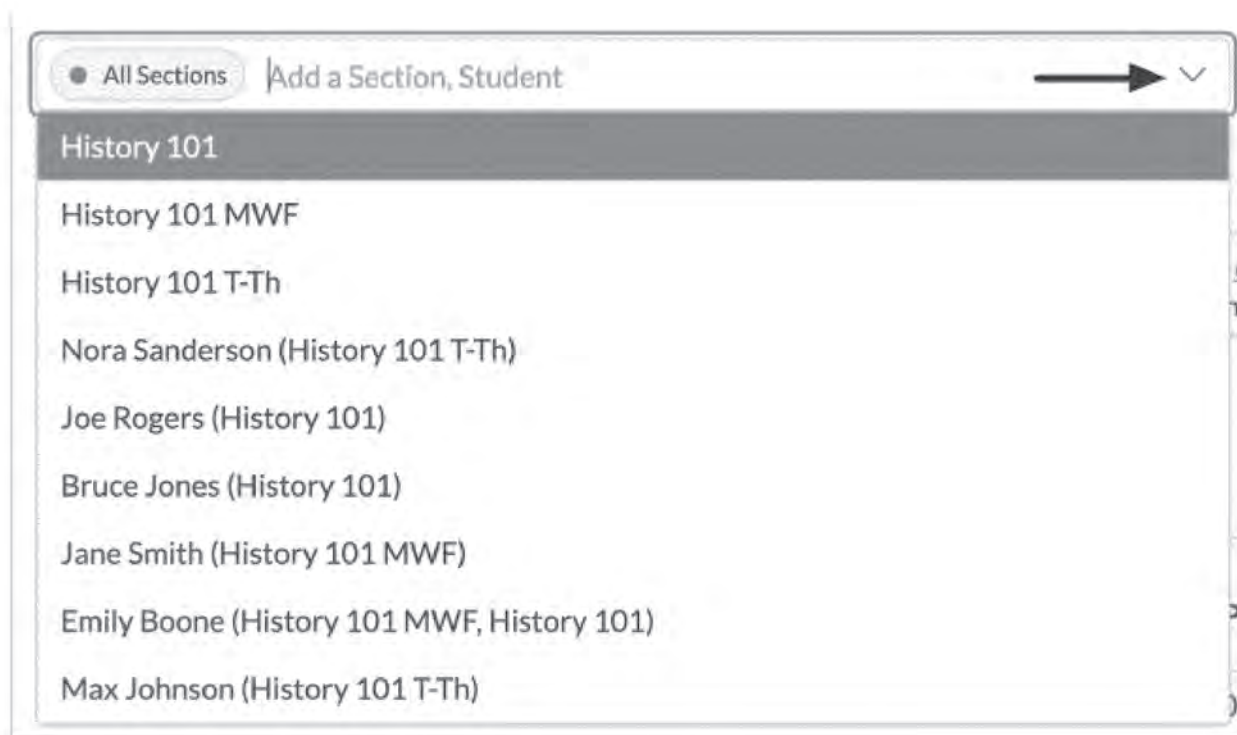


Filter Data

The screenshot shows the 'Filter Data' interface. At the top, there is a search bar with a dropdown arrow. A callout '1' points to the search bar. Below the search bar, there is a list of items. The first item is 'All Sections' with a callout '2' pointing to it. Below 'All Sections', there is a list of items: 'History 101', 'History 101 MWF', and 'History 101 T-Th'. A callout '3' points to 'History 101'.

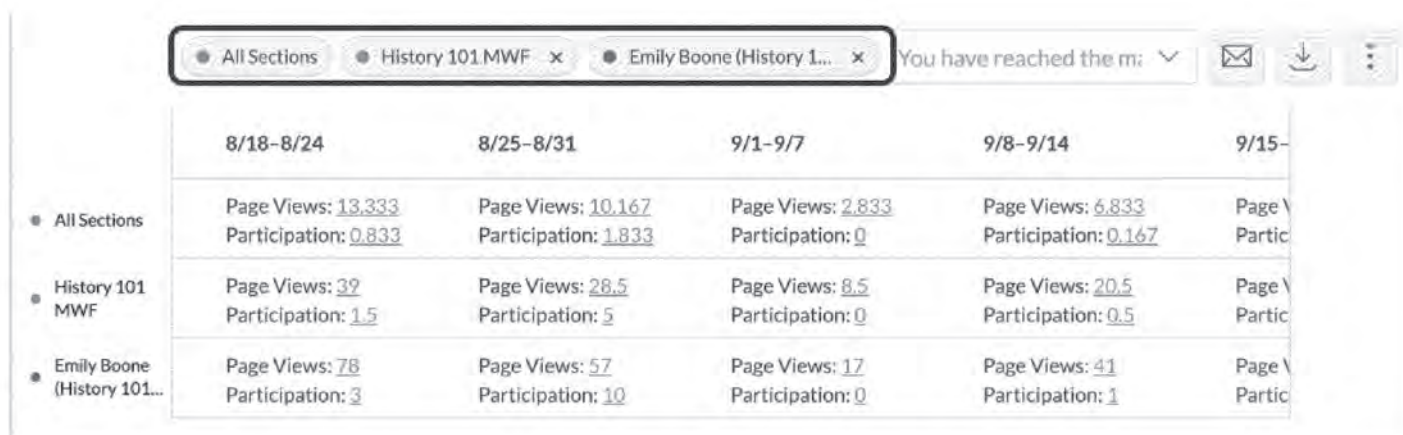
Click the **Filter** field [1]. Type the name of a section or student. Canvas will populate all matching results.

When the item displays in the menu, click the item name [3].



You can also click the **Filter** field and scroll to locate and select a section or student.

View Additional Filters

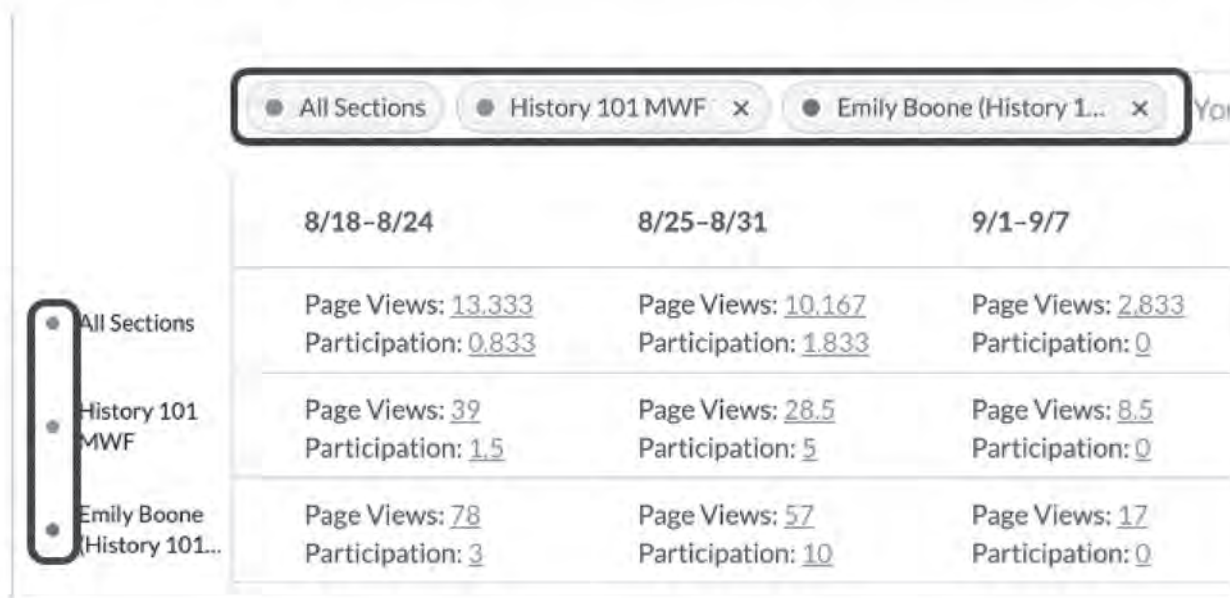


The screenshot shows the 'View Additional Filters' table in the Canvas interface. The table has columns for dates and rows for sections and students. The filters applied are 'All Sections', 'History 101 MWF', and 'Emily Boone (History 101 MWF)'.

	8/18-8/24	8/25-8/31	9/1-9/7	9/8-9/14	9/15-
All Sections	Page Views: <u>13,333</u> Participation: <u>0.833</u>	Page Views: <u>10,167</u> Participation: <u>1.833</u>	Page Views: <u>2,833</u> Participation: <u>0</u>	Page Views: <u>6,833</u> Participation: <u>0.167</u>	Page Views: <u>0</u> Participation: <u>0</u>
History 101 MWF	Page Views: <u>37</u> Participation: <u>1.5</u>	Page Views: <u>28.5</u> Participation: <u>5</u>	Page Views: <u>8.5</u> Participation: <u>0</u>	Page Views: <u>20.5</u> Participation: <u>0.5</u>	Page Views: <u>0</u> Participation: <u>0</u>
Emily Boone (History 101 MWF)	Page Views: <u>78</u> Participation: <u>3</u>	Page Views: <u>57</u> Participation: <u>10</u>	Page Views: <u>17</u> Participation: <u>0</u>	Page Views: <u>41</u> Participation: <u>1</u>	Page Views: <u>0</u> Participation: <u>0</u>

To add another filter, locate the additional filter. The Filter field supports up to three filters. The All Sections filter cannot be removed.

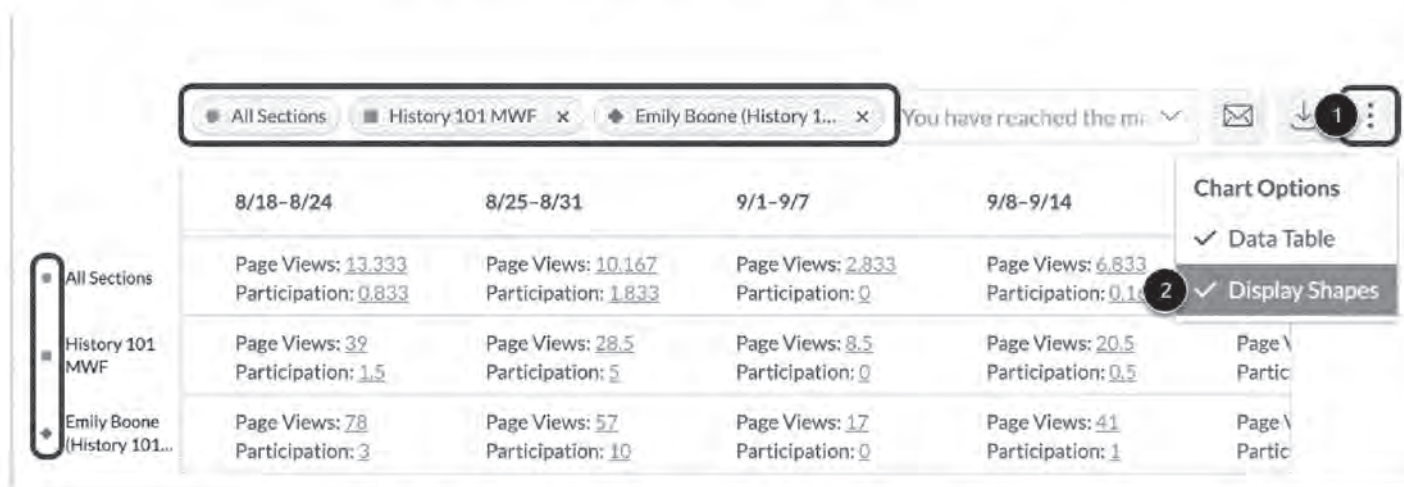
View Filtered Results



	8/18-8/24	8/25-8/31	9/1-9/7
All Sections	Page Views: 13.333 Participation: 0.833	Page Views: 10.167 Participation: 1.833	Page Views: 2.833 Participation: 0
History 101 MWF	Page Views: 39 Participation: 1.5	Page Views: 28.5 Participation: 5	Page Views: 8.5 Participation: 0
Emily Boone (History 101...)	Page Views: 78 Participation: 3	Page Views: 57 Participation: 10	Page Views: 17 Participation: 0

The added filter displays in the analytics results. Each filter is identified by a specific color.

Each filter and color are displayed on the side of the table. Each filter displays its data on a single row.



	8/18-8/24	8/25-8/31	9/1-9/7	9/8-9/14	
All Sections	Page Views: 13.333 Participation: 0.833	Page Views: 10.167 Participation: 1.833	Page Views: 2.833 Participation: 0	Page Views: 6.833 Participation: 0.167	
History 101 MWF	Page Views: 39 Participation: 1.5	Page Views: 28.5 Participation: 5	Page Views: 8.5 Participation: 0	Page Views: 20.5 Participation: 0.5	Page \ Partic
Emily Boone (History 101...)	Page Views: 78 Participation: 3	Page Views: 57 Participation: 10	Page Views: 17 Participation: 0	Page Views: 41 Participation: 1	Page \ Partic

When viewing filters, the default shape for each color is a circle, but you can choose to enable shapes for improved contrast by clicking the **Chart Options** icon [1] and selecting the **Display Shapes** option [2].



View Data Comparison

	8/18-8/24	8/25-8/31	9/1-9/7	9/8-9/14	9/15-
All Sections	Page Views: 13,333 Participation: 0.833	Page Views: 10,167 Participation: 1.833	Page Views: 2,833 Participation: 0	Page Views: 6,833 Participation: 0.167	Page V Partic
History 101 MWF	Page Views: 39 Participation: 1.5	Page Views: 28.5 Participation: 5	Page Views: 8.5 Participation: 0	Page Views: 20.5 Participation: 0.5	Page V Partic
Emily Boone (History 101...	Page Views: 78 Participation: 3	Page Views: 57 Participation: 10	Page Views: 17 Participation: 0	Page Views: 41 Participation: 1	Page V Partic

To view specific data for a specific result, click the data percentage in the table.

View Data Tray

1 August 25–September 1

2 As of Oct 14, 1:52 PM MDT

3 All Sections

4 Total Page Views 61
2 Viewed 4 Didn't View

5 Total Participations 11
2 Participated 4 Didn't Participate

6 Students Resources

Student	Page Views	Participations
Emily Boone emily.boone.canvas@gmail.com	57	10
Max Johnson max.johnson.canvas@gmail.com	4	1



In the data tray, you can view expanded details for the data point including the date range [1], the last time analytics were updated [2], the current filter view [3], total page views [4], total participations [5], and the student and resources tables [6].

To download a CSV of the data, click the **Download CSV** link [7].

Export Table CSV

	8/18-8/24	8/25-8/31	9/1-9/7	9/8-9/14	9/15-
All Sections	Page Views: 13,333 Participation: 0.833	Page Views: 10,167 Participation: 1.833	Page Views: 2,833 Participation: 0	Page Views: 6,833 Participation: 0.167	Page V Partic
History 101 MWF	Page Views: 39 Participation: 1.5	Page Views: 28.5 Participation: 5	Page Views: 8.5 Participation: 0	Page Views: 20.5 Participation: 0.5	Page V Partic
Emily Boone (History 101...)	Page Views: 78 Participation: 3	Page Views: 57 Participation: 10	Page Views: 17 Participation: 0	Page Views: 41 Participation: 1	Page V Partic

To export analytics data as a CSV zip file, click the **Download CSV** button.

CSV data is exported according to the filtered data.

The downloaded zip file includes CSV files for chart data, student table data, and resources table data.

CSV files may display a student's full name, sortable name, week start, filters, average and total page views, average and total participations, and the resource URL path.



How do I send a message to all students based on specific course participation criteria in New Analytics?

When viewing a data comparison card, you can send a message to students whose participation are among two specific criterion: did or did not view a resource and did or did not participate with a specific resource. Message recipients are automatically populated based on selected criterion as well as any applied filters.

Sent messages can be viewed within the Sent folder in the Conversations Inbox. Messages sent to more than one student are sent as individual messages.

If needed, you can also [send a message to an individual student](#).

Notes:

- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.



Open Course

Courses

Published Courses

- Basic Written Communications
- Biology 101
- Geography 101-A
- History 101
- Introduction to Oceanography
- Introduction to the Solar System

Unpublished Courses

- New Course

In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



Open New Analytics

To open New Analytics, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

View Weekly Online Activity

Click the **Weekly Online Activity** tab.





Message Students Who

Average Course Grade 79.47%

As of Sep 22, 1:54 PM MDT

Course Grade

Weekly Online Activity

Students

Reports

Online Attendance

NEW

Aug 11, 2019–Sep 20, 2020

All Sections

Add a Section, Student

1

2

Message recipients are automatically populated based on selected criterion as well as any applied filters.

If you want to filter analytics for a specific section or student, search for and select the intended filter in the **Filter** field [1]. Then click the **Message** icon [2].



Select Criteria

Message Students Who

1 Viewed Didn't View Participated Didn't Participate

Range Jan 6, 2019, 5:00 PM MST to Apr 5, 6:00 PM MDT

2 Resource All Resources

3 BCC All Sections 171 Sections

Subject Enter subject of message

Message

Message Students Who

Viewed Didn't View Participated Didn't Participate

4 Resource QUIZ 25

5 BCC All Sections 15 Sections

Subject QUIZ 25

Message

The Message Students Who window defaults to the Viewed criterion [1], which allows you to message students based on a specific resource they viewed.

The Resource field determines the specified resource [2], and the BCC field displays the number of students who fall within the specified range [3]. By default, the Resource field has All Resources selected. Additionally, any filters in the analytics page automatically display as an intended recipient for the message. If no filters have been applied, the message displays as being sent to all sections.

To select a new resource, choose a resource from the Resource drop-down menu [4]. The BCC field displays the updated number of students and/or sections who have viewed the specified resource [5].



Message Students Who

Viewed **Didn't View** Participated Didn't Participate

The Didn't View, Participated, and Didn't Participate criteria options do not include any additional criterion. Selected students are based on participation status, and the number of affected students displays in the BCC field. Again, any filters included in the analytics page also display as intended recipients.

Verify Recipients

The screenshot shows the 'Message Students Who' interface. At the top, there are four tabs: 'Viewed', 'Didn't View' (which is selected and highlighted with a black box), 'Participated', and 'Didn't Participate'. Below the tabs, the 'BCC' field is visible, showing 'All Sections' and a link that says '5 Students' with a circled number 1. Below this, the expanded BCC field is shown with a list of students: Jane Smith, Bruce Jones, Emily Boone, Nora Sanderson, Max Johnson, and Joe Rogers. Each student name has a small 'x' icon next to it. A circled number 2 points to the expanded BCC field, and a circled number 3 points to the 'x' icon next to 'Nora Sanderson'.

For any criterion, you can manage the users who will be sent the message, if needed. Click the link that includes the number of students [1], then view the expanded BCC field [2].

To remove a student from the message, click **Remove** icon next to the student's name [3].

The screenshot shows the 'Message Students Who' interface after removing a student. The 'BCC' field is visible, showing 'All Sections' and a link that says '5 Students (edited)'. Below this, the expanded BCC field is shown with a list of students: Jane Smith, Bruce Jones, Emily Boone, Max Johnson, and Joe Rogers. Each student name has a small 'x' icon next to it. A 'Reset Names' link is visible in the top right corner of the expanded BCC field.

To reset student names back to the originally specified list, click the **Reset Names** link.



Send Message

BCC All Sections  6 Students

1 Subject

2 Message

  3

In the **Subject** field [1], enter a subject for your message.

In the **Message** field [2], enter the description of your message.

Click the **Send** button [3].



How do I send a message to an individual student based on specific course participation criteria in New Analytics?

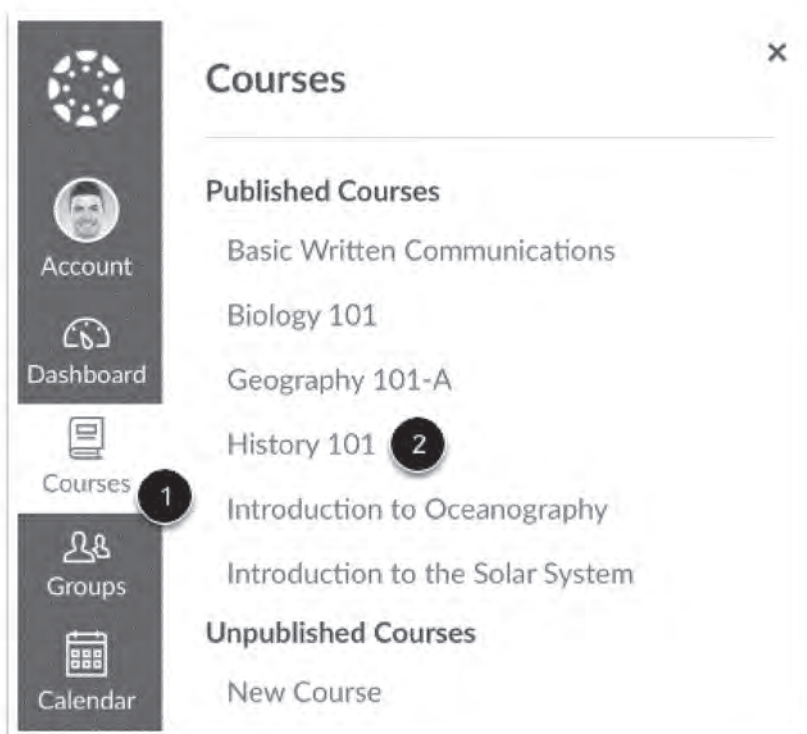
When comparing the course average to an individual student, you can send a message to the student in the analytics page.

Sent messages can be viewed within the Sent folder in the Conversations Inbox.

Notes:

- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the Navigation tab in Course Settings. If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time the data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.

Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



Open New Analytics

To open New Analytics, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

View Weekly Online Activity

Click the **Weekly Online Activity** tab.





Message Students Who

In the **Filter** field [1], search for and select the name of the intended student. Then click the **Message** icon [2].

Send Message

Select a participation status [1] to message the student about.

In the Resource drop-down menu [2], select all or a specific resource.

In the **Subject** field [3], enter a subject for your message.

In the **Message** field [4], enter the description of your message.

Click the **Send** button [5].





How do I view and download reports in New Analytics?

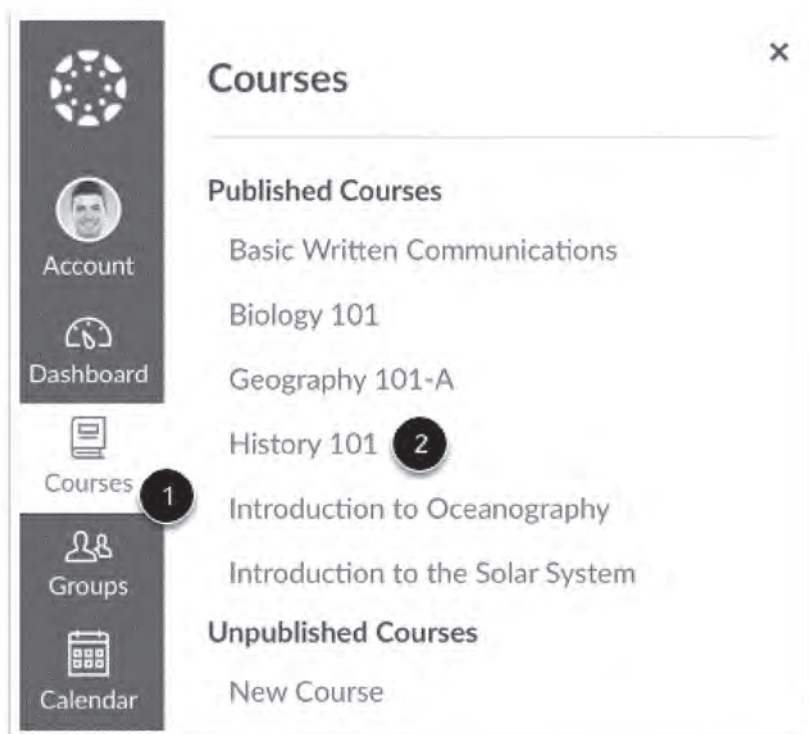
You can view and download reports for published courses as CSV files in New Analytics. You can download reports for missing assignments, late assignments, excused assignments, class roster, and course activity. Reports can be filtered depending on the report type.

Report data may be delayed by 24 hours; however, Course Activity Report data may be delayed by 40 hours.

New Analytics report data begins on the date that New Analytics was enabled in a published course. For example, if a course enabled New Analytics on October 1 and downloaded a report on October 15, the report would only include data between October 1-15.

Note: In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.

Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



Open New Analytics

To open New Analytics, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Reports

Click the **Reports** tab.



View Reports

Course Grade
Weekly Online Activity
Students
Reports
Online Attendance NEW

Run a report as CSV with near real-time data.

1	Missing Assignments ⓘ	Run Report
2	Late Assignments ⓘ	Run Report
3	Excused Assignments ⓘ	Run Report
4	Class Roster ⓘ	Run Report
5	Course Activity ⓘ	Run Report

View the New Analytics reports. The following reports are available:

- **Missing Assignments** [1]: a list of assignments that have not been submitted yet
- **Late Assignments** [2]: a list of assignments that have been submitted late
- **Excused Assignments** [3]: a list of assignments that are excused
- **Class Roster** [4]: a list of students enrolled in the course or section with student contact information such as email and SIS ID
- **Course Activity** [5]: a list of daily user views and participations

Note: The Course Activity Report only includes course activity data for the past 14 days.



Run Reports

[Course Grade](#) [Weekly Online Activity](#) [Students](#) [Reports](#) [Online Attendance](#) NEW

Run a report as CSV with near real-time data.

Missing Assignments ⓘ 1	2 Run Report
Late Assignments ⓘ	Run Report
Excused Assignments ⓘ	Run Report
Class Roster ⓘ	Run Report
Course Activity ⓘ	Run Report

To view more information about the report, click the **Information** icon [1].

To open and configure a report, click the **Run Report** button for the corresponding report [2].



Filter Report

Missing Assignments Report

Early American History

Filter by

2

Assignment

▼

Articles of the Confederation Quiz

▼

3

🗑️

1

+ Filter

13 Results

Close

Run Report

To add a filter for the report, click the **Add Filter** button [1].

Click the **Filter by** drop-down menu and select filters for the report [2].

To remove a filter, click the **Delete** button [3].



Run Report

Missing Assignments Report

Early American History

Filter by

Assignment

Articles of the Confederation Quiz

+ Filter

13 Results

Close

Run Report

To run the report and download the CSV file, click the **Run Report** button.

Open Report



Locate the CSV file for the report to open and view the report.



View Report

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Student Name	Student ID	Course Name	Course ID	Section Name	Assignment	Points Possible	Due Date	Unlocked Date				
2	Student, Exa	8	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-				
3	Student, Tes	10	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-				
4	Shaw, Chand	25	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-				
5	Thomas, Chr	26	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-				
6	Robin, Domi	27	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-				
7	Cartwright, E	28	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-				
8	Kasabian, Ge	29	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-				
9	McCully, Gre	30	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-				
10	Burnette, Gu	31	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-				
11	Sartre, Isabe	32	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-				
12	Casey, Jame	33	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-				
13	Belo, Jane	34	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-				
14	Saeger, Jessi	35	Early Americ	1	Early Americ	Articles of th	11	16-Sep-20	-				

View the report.

View Online Attendance Report

Course Grade
Weekly Online Activity
Students
Reports
Online Attendance **NEW**

Run a report as CSV with near real-time data.

To view the [Online Attendance report](#), click the **Online Attendance** tab.

Note: If the Online Attendance tab does not display in your course, it has not been enabled by your institution.



How do I view the Online Attendance report in New Analytics?

If your course has New Analytics enabled, you can view an Online Attendance report. This report is based on criteria that has been selected by your institution. Your institution can select from the following criteria:

- Course Access: student views a page in a course
- Posts: student posts a new comment to an announcement or a discussion
- Assignments: student submits an assignment
- Collaborations: student loads a collaboration to view/edit document
- Conferences: student joins a web conference
- Pages: student creates a page
- Quizzes: student starts taking a quiz or submits a quiz

If a student meets the requirements of any selected criteria, they will be marked as present for that day in the Online Attendance report.

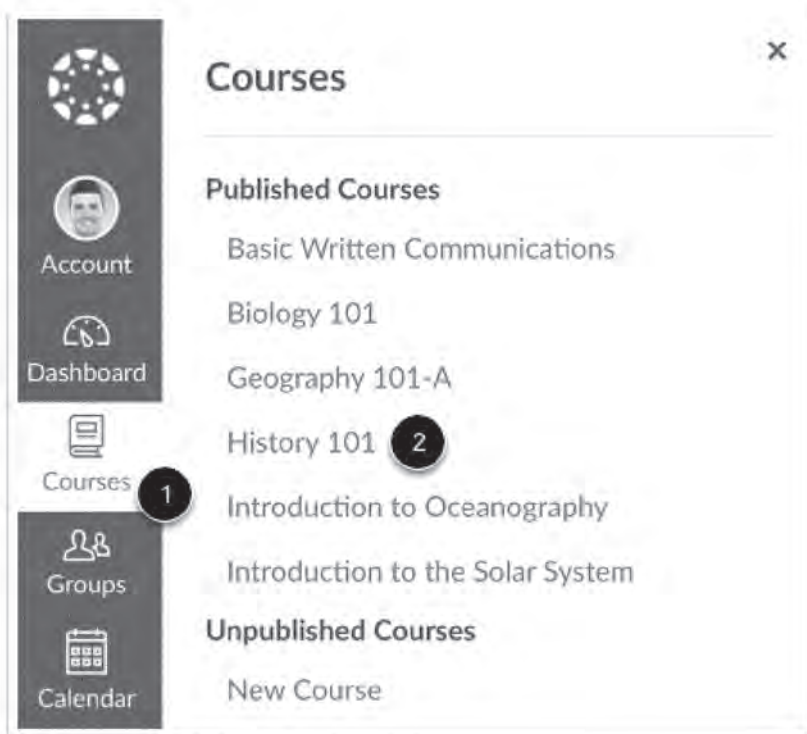
You can filter the report by student, section, date, and criteria status. You can also select which days of the week your class is in session and when students are expected to meet attendance criteria.

Notes:

- If you cannot view the New Analytics link in Course Navigation, you may have to make the link visible via the [Navigation tab in Course Settings](#). If the New Analytics link is not available in the Navigation tab, your institution has disabled this feature.
- Data is refreshed in New Analytics every 24 hours. Please confirm the time data was last updated in the course, as content may be outdated compared to recent course activity and student submissions.
- In order for New Analytics to display in Canvas, third-party cookies may need to be enabled in your browser settings.
- The Conferences criteria only applies to BigBlueButton conferences. The Quizzes criteria only applies to Classic Quizzes.
- The New Analytics feature must be [enabled by a Canvas admin](#) at your institution.



Open Course



In Global Navigation, click the **Courses** link [1], then click the name of the course [2].



Open New Analytics

To open New Analytics, click the **New Analytics** link in Course Navigation [1] or click the **New Analytics** button in the Course Home Page [2].

Note: If you cannot view the New Analytics link, you may have to make the link visible via the Navigation tab in Course Settings.

Open Attendance

Click the **Online Attendance** tab.





View Online Attendance Report

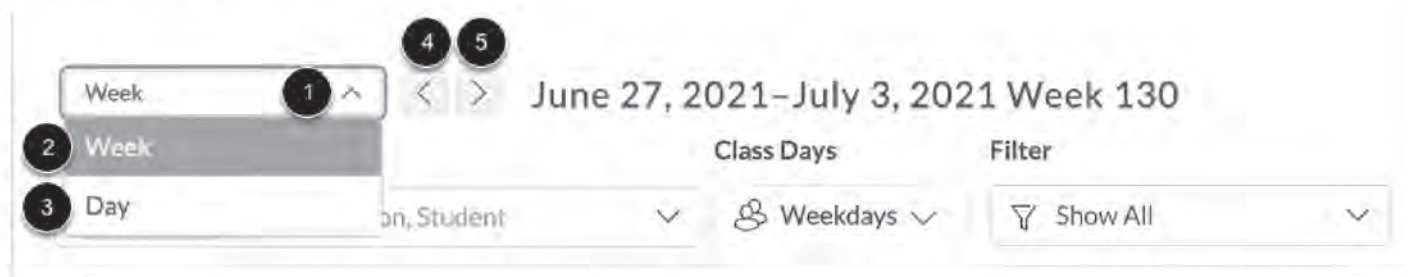
Student	Section	Days Not Meeting Criteria	SUN	MON	TUE
Bruce Jones bruce.jones.canvas@gmail.com	History 101, History 101 TTH	0	✓	✓	✓
Emily Boone emily.boone.canvas@gmail.com	History 101, History 101 MWF	3	✗	✗	✓
Jane Smith jane.smith.canvas@gmail.com	History 101 MWF	2	✗	✗	✓
Max Johnson max.johnson.canvas@gmail.com	History 101 TTH	4	✗	✗	✓

By default, the Online Attendance report displays attendance data for the current week [1].

The data table displays the name of each student [2], their section [3], the number of days they haven't met online attendance criteria [4], and their attendance status for each day [5].

If a student has met online attendance criteria for a given date, the date displays a **Checkmark** icon [6]. If a student has not met online attendance criteria for a given date, the date displays a **X** icon [7].

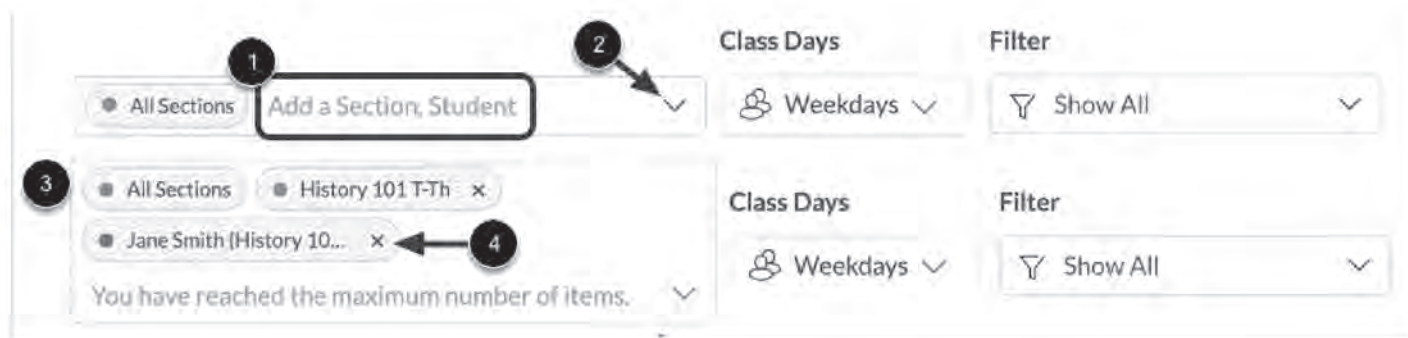
Filter Table by Date



The Online Attendance table can display data for a week or a day. To manage what displays in the table, click the **Date** drop-down menu [1] and select the **Week** option [2] or **Day** option [3].

To move to the previous week or date, click the **Previous** button [4]. To move to the next week or date, click the **Next** button [5].

Filter Table by Section or Student

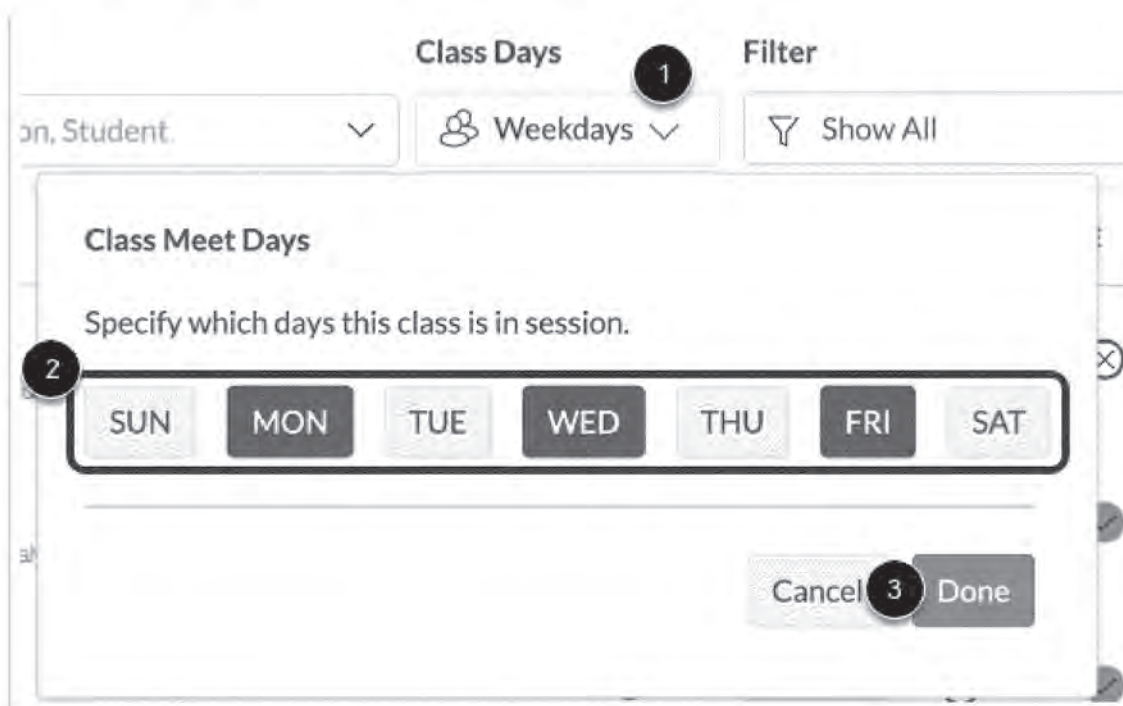


You can also filter the Online Attendance table data to display specific students or course sections.

To search for student or section, enter a name in the **Add a Section, Student** field [1] or click the drop-down menu [2].

Selected students or sections display in the search field [3]. You can select a maximum of three students and/or sections to filter the Online Attendance table data. To remove a student or section filter, click the **Remove** icon [4].

Select Class Days



To select which days of the week attendance data is recorded for students, click the **Class Days** drop-down menu [1].

To select your class dates, click the **Class Meet Days** buttons [2]. Then click the **Done** button [3].

View Table

Days Not Met	SUN	MON	TUE	WED	THU	FRI	SAT
2	×	⊗	×	⊗	×	⊗	×
3	×	✓	✓	✓	✓	✓	×
0	×	✓	✓	✓	✓	✓	×
2	×	⊗	✓	⊗	×	✓	×

Any day of the week that is not selected as a class day displays as shaded in the Online Attendance table [1]. The **Days Not Met** column displays Online Attendance totals for class days. [2].

The Checkmark and X icons still display in dates that are not designated as class dates to indicate if students met attendance criteria on those dates [3].

Filter Table by Criteria Status

Filter

⌵ Show All
 1
⌵

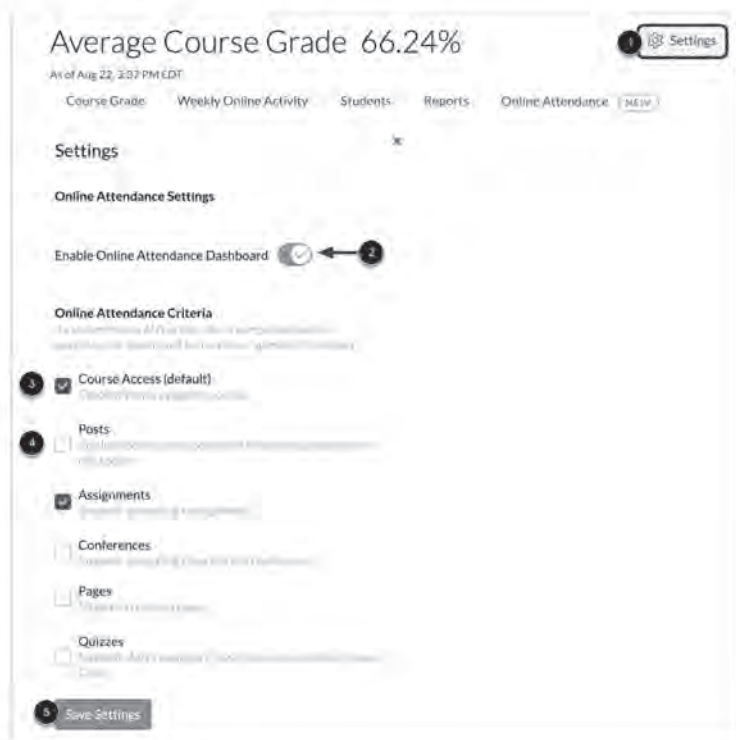
2 Show All
 3 Criteria Not Met
 4 Criteria Met

To filter the Online Attendance table by criteria status, click the **Filter** drop-down menu [1].



To show all students, select the **Show All** option [2]. To show students who have not met criteria for every class day, select the **Criteria Not Met** option [3]. To show students who have met criteria for every class date, select the **Criteria Met** option [4].

View Criteria Settings



To view criteria settings managed by your institution, click the **Settings** button [1].

If your institution allows you to set attendance criteria at the course level, you can enable or disable the Online Attendance dashboard in New Analytics for each of your courses [2].

You can also select your own criteria. Criterion that count toward online attendance display a checkmark icon [3]. Criterion that do not count toward online attendance display an empty checkbox [4].

Click the **Save Settings** button [5].



View Locked Criteria Settings



To view criteria settings managed by your institution, click the **Settings** button [1].

Online attendance criteria are locked and can only be managed by your institution [2].



Announcements





How do I view the course access report for an individual user?

You can view the course access report for an individual user in the People section of your course. The course access report shows a summary of user participation in your course and complements the [Total Activity column](#) in the People page.

You can view the full specific report for a student by [viewing student analytics](#).

You can also view your specific interactions with a student in the [student interactions report](#).

Notes:

- The access report is part of a course permission. If you cannot see some of these columns in the report, you do not have access to view them.
- If a user had access to a course more than two years prior, a message displays but details cannot be provided.

Open People





In Course Navigation, click the **People** link.





Locate User



In the search field [1], search for the name of the user. You can also filter users by role in the **Roles** drop-down menu [2].



Open User Details


Name	Login ID	SIS ID	Section	Role	Last Activity	Total Activity	
 Emily Boone	emily.boone.canvas@gmail.com	emilyboone	Biology 101 Section 1	Student	Jan 19 at 12:16pm	01:25:42	

-  Resend Invitation
-  Edit Sections
-  **User Details**
-  Analytics

Click the user's **Options** icon [1], then select the **User Details** link [2].

If the user's Option icon does not display, click the user's **Name** [3].



Emily Boone

History 101
 Section: History 101, History 101 MWF
 Last login: 10:12am

In the User Details Sidebar, click the user's **name** to open the User Details page.



Open Access Report

More About This User

Grades

Send Message



Interactions Report

Access Report

Outcomes Report

Analytics

Registered Web Services



Student Grades

Interactions Report

Access Report

Outcomes Report

Analytics

Locate the user details sidebar. Depending on the page display, click the **Access Report** link or button.



View Access Report

Emily Boone Access Report				5
Content ¹	Times Viewed ²	Times Participated ³	Last Viewed ⁴	← Back to User Page
↓ Course Files	2		9 minutes ago	
🏠 Course Home	21		9 minutes ago	
🗣️ Office Hours	7	1.0	1 hour ago	
Course Announcements	8		1 hour ago	
📎 Course Assignments	20		2 hours ago	
📊 Course Grades	75		2 hours ago	
📄 Patriotism or Treason?	4	1.0	3 hours ago	

The access report will show you:

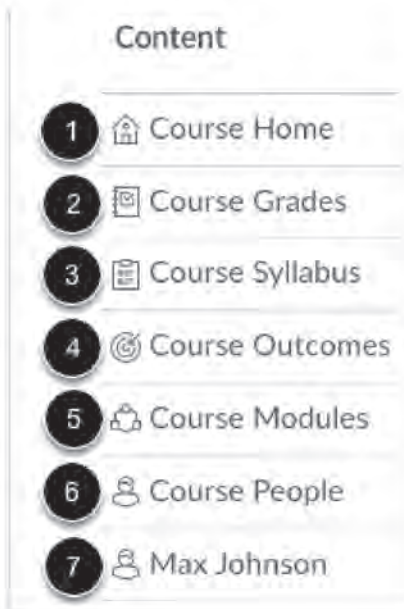
- The content the user has viewed [1].
- The number of times the user viewed the content [2]. A view is counted each time a user navigates to the URL where the content resides or downloads an attachment.
- The number of times the user participated (if applicable, such as posting to a discussion or submitting an assignment) [3].
- The last time the user viewed the content [4].

To return to the User Details page, click the **Back to User Page** button [5].

Note: The access report is part of a course permission. If you cannot see some of these columns in the report, you do not have access to view them.



View Course Navigation Content Icons



When the user clicks on links directly in Course Navigation and views an index page, icons display for the following links:

- **Course Home** [1]
- **Grades** [2]
- **Syllabus** [3]
- **Outcomes** [4]
- **Modules** [5]
- **People** [6]—also displays a student name when the user views information for another student in the course [7]



View Course Participation Content Icons

Content	
	Course Home
1	Course Assignments
	The Declaration of Independence: A Revisionist History
2	Course Discussions
	To Sign or Not to Sign Discussion
3	Course Quizzes
	The Bill of Rights Quiz
4	Course Conferences
	Mid-Term Test Review
5	Course Pages
	Declaration of Independence Introduction
6	Course Files
	signersmural.jpg

When a user navigates to course content areas from Course Navigation or views named course content, the following icons display in the access report:

- **Assignments [1]:** displays next to graded and ungraded assignments. Participation is counted if the user submits an assignment.
- **Discussions [2]:** displays next to discussions and announcements. Participation is counted if a user posts a reply. If the user accesses content from an announcement, such as an assignment, the Access Report displays a Discussion icon.
- **Quizzes [3]:** displays next to quizzes. Participation is counted if a user starts a quiz, even if they do not submit any answers.
- **External Link [4]:** displays next to external links (LTI) such as Microsoft365 and Conferences. Participation is counted for external links such as Collaborations and Conferences, but is not counted when a user participates in Chat.
- **Pages [5]:** displays next to content added as a page in the course. Participation is not recorded if a user views pages.
- **Files [6]:** displays next to views or previews of course files. Participation is not recorded if a user views files.

Note: The Access Report does not display a specific icon for groups. If a user accesses content from a group, such as a discussion or an assignment, the action is labeled with the appropriate content icon.